



CANADIANA
JUL 21 1993

FAMILY DAY HOME PROGRAM MANUAL

Alberta

FAMILY AND SOCIAL SERVICES

RECORD OF MANUAL AMENDMENTS

FAMILY AND SOCIAL SERVICES

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MESSAGE FROM THE DEPUTY MINISTER

November 1, 1989

I am pleased to present to you the revised Family Day Home Program Manual which comes into effect on November 1, 1989.

This manual describes the requirements for the administration and operation of family day home services in the province of Alberta.

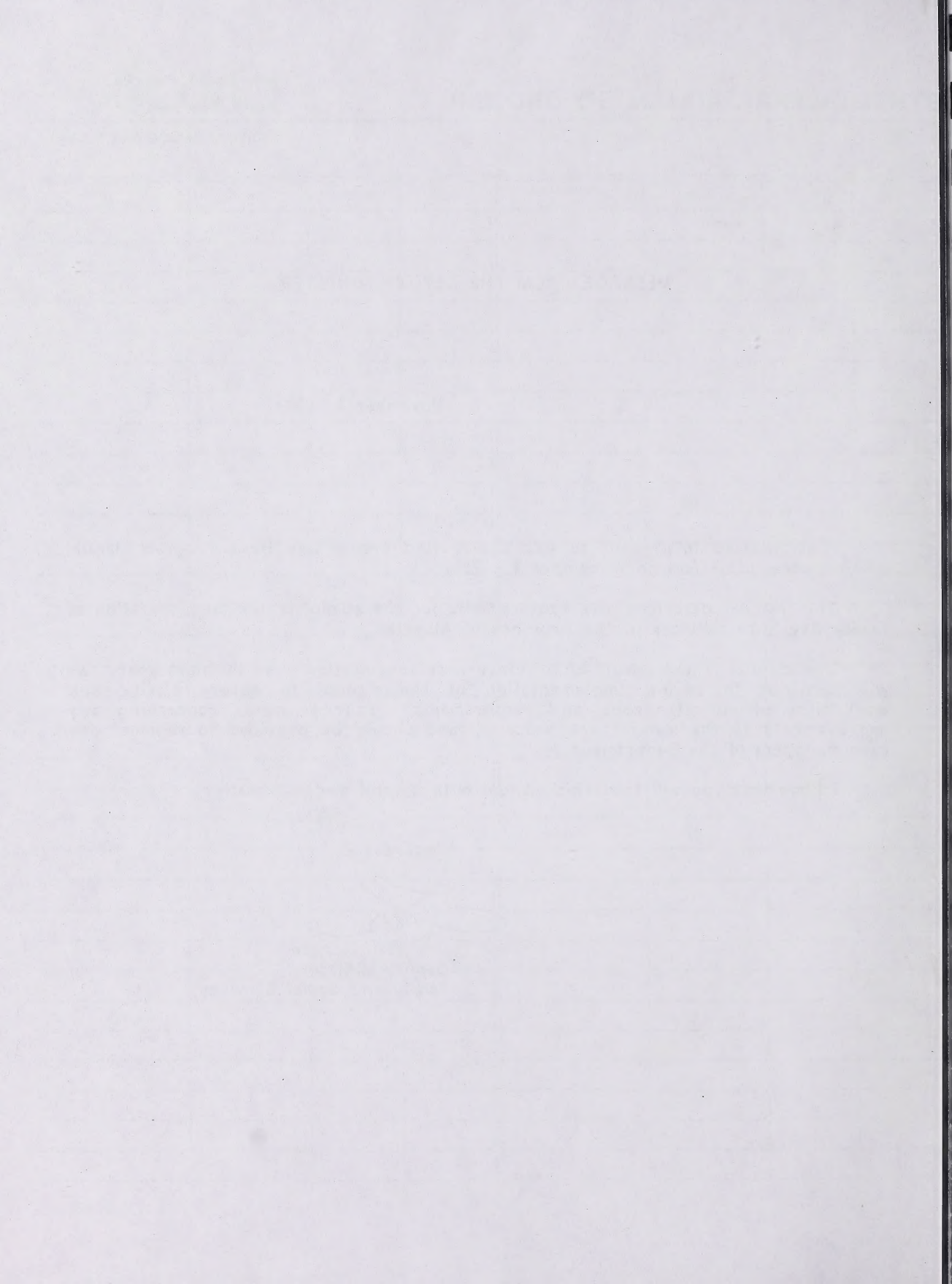
The manual is the result of province-wide consultation over the past year. We will continue to review implementation of the manual to ensure clarity and workability of our standards and requirements. Your comments concerning any improvements to the manual are welcome, and should be provided to regional day care managers of the Department.

I hope that you will find this manual both helpful and informative.

Regards,



Dr. Stan Remple
Deputy Minister
Family and Social Services



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This Family Day Home Program Manual contains the requirements, policies, and guidelines established by Alberta Family and Social Services for administering a family day home service in the province of Alberta.

The manual has four Divisions:

- 01 Introduction
- 02 Service Criteria
- 03 Standards for Family Day Home Agencies
- 04 Standards for Provider Care

Each Division has Sections and Subjects related to the specific Division. These are clearly outlined in the Table of Contents for easy reference.

This manual is effective November 1, 1989.

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This Family Day Home Program Manual contains the requirements, policies, and guidelines established by Alberta Family and Social Services for registering a family day home service in the province of Alberta.

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- 01 Introduction
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This manual is effective November 1, 2009.

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SUMMARY

This manual is designed to allow you to find specific information as quickly as possible.

Studies of the use of manuals have shown that in most cases the user is interested in finding an answer to a specific problem. To allow access to that information as quickly as possible, this manual has been organized for random access. This is achieved through the use of an extensive subject index and the breakdown of information into individual subjects. The manual is broken down as follows:

Major Divisions - The main groupings of topics - physically separated by numbered dividers and numbered consecutively from 01.

Sections - The major divisions are broken down into sections and numbered consecutively from 01.

Subjects - Each section is broken down into subjects and numbered consecutively from 01.

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NUMBERING SYSTEM

The numbering system identifies the location of the information. The six numerical digits at the top right hand corner of the page identify the major Division, the Section, and the Subject. These six numerical digits are preceded by two alpha characters which denote the manual's title.

Example

DH-03-04-02

DH Family Day Home Program Manual (same for every page).

03 is the major division which is located behind divider 03.

04 is the fourth section in that division.

02 is the second subject in that section.

FINDING INFORMATION

Refer to the divider marked "index". Every subject in the manual is listed here in at least three ways. It is in alphabetical order.

Look up the desired subject.

Note the six digit location number.

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AMENDMENTS

Amendments should be inserted in your manual as soon as they are received.

The amendment number and date entered should be recorded on your amendment record found on the reverse of the title page.

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Water Beds	04-04-01

X, Y, Z

Yards - Backyards	03-04-01
	04-07-01



SECTION DESCRIPTION OF PROGRAM	SUBJECT CONTRACTED AGENCIES	PAGE 1 DATE 01/11/89
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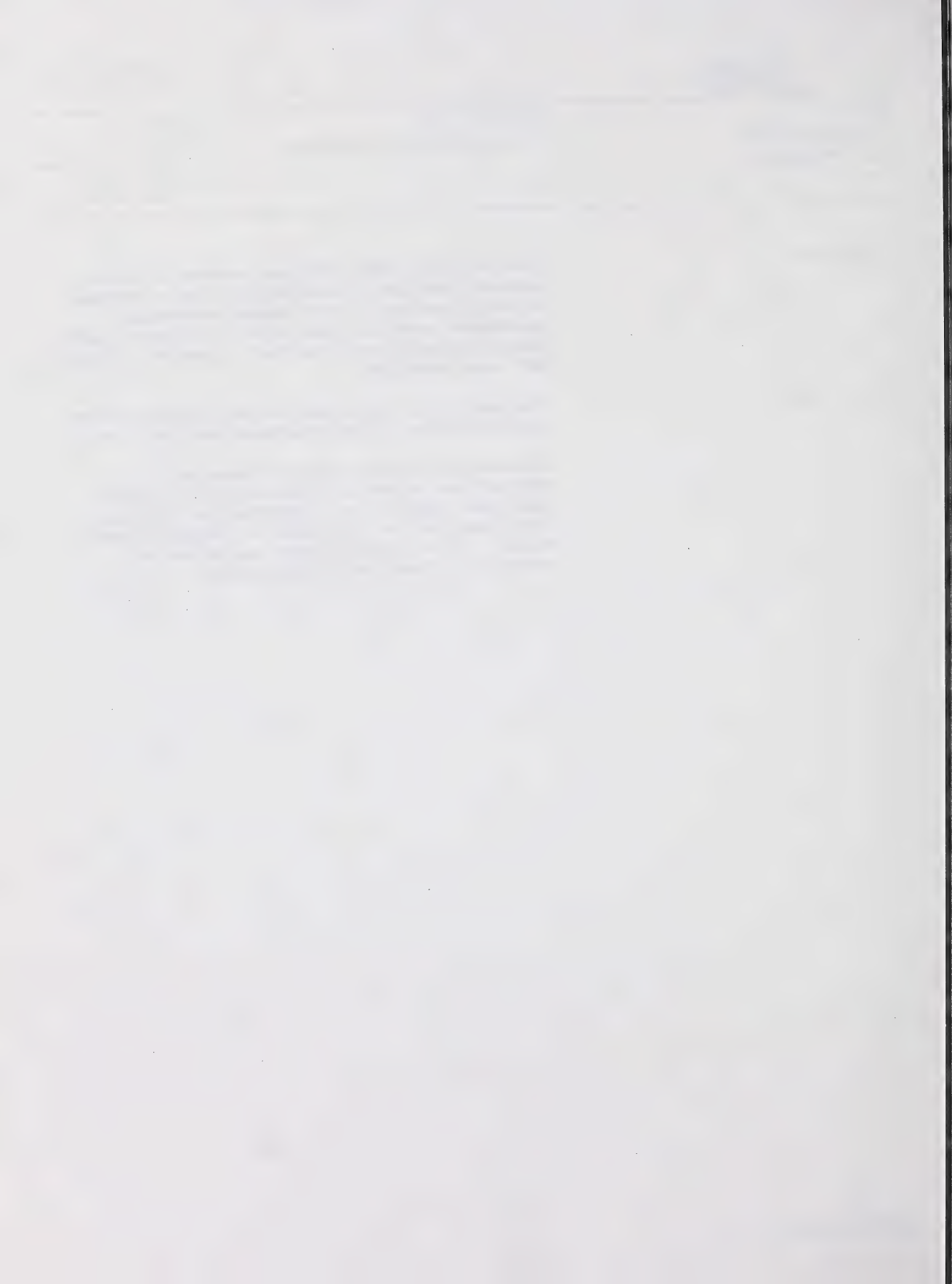
SUMMARY

The Family Day Home Program consists of those agencies that administer family day home services in the province of Alberta under contractual agreements with the government of Alberta. Each agency supervises and monitors a number of family day home providers.

CONTRACT

The contractual agreement outlines the respective responsibilities of the Department and the agency.

Agencies operate according to terms of the contract and according to Standards for Family Day Home Agencies and Standards for Provider Care described in the Family Day Home Program Manual. The manual includes guidelines for establishing family day home services.



SECTION	SUBJECT	PAGE
		1
DEFINITIONS	COMMONLY USED TERMS	DATE 15/06/93

For the purpose of this manual, the following definitions are used:

AGENCY OR FAMILY DAY HOME AGENCY

Refers to a family day home agency or agency representative as described below:

An individual Alberta resident, partnership, group of Alberta residents or corporation of Alberta residents who contract with Alberta Family and Social Services to administer a family day home service.

AGENCY COORDINATOR

A person hired by the agency to coordinate the administration and delivery of the family day home service.

DAY CARE SERVICES

Offices of Alberta Family and Social Services responsible for delivery of Day Care Programs in the six regions of the province.

CHILD IN CARE

A child enrolled in a family day home who is not normally a resident of the Family Day Home and who is not under the guardianship of the Provider or any other resident of the home.

CONTRACT

A legal document outlining the terms and standards under which the family day home service operates.

DAY CARE PROGRAMS

The headquarters unit of Alberta Family and Social Services located in Edmonton and responsible for program policy development and service design.

FAMILY DAY HOME

A private residence that is operated under a contract with a family day home agency and where care, development and supervision are given to preschool children.

FAMILY DAY HOME PROGRAM

The provincial network or group of family day home agencies operating in Alberta under the terms, policies and procedures for family day home services described in the Family Day Home Program Manual.

SECTION DEFINITIONS	SUBJECT COMMONLY USED TERMS	PAGE 2 DATE 15/06/93
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FAMILY DAY HOME SERVICE

The range of services provided by a family day home agency in the administration and delivery of family day care. These services include provider recruitment, selection, training, and monitoring; assistance to parents with choosing a home; placement or enrollment of children in homes; collection of parent fees; and payment of providers.

HOME VISITOR

A person hired by the agency and who is responsible for ensuring that individual homes are operated in accordance with the Family Day Home Program Manual and the provider's contract with the agency.

MINISTER'S REPRESENTATIVE

Senior staff person within the government who gives final approval to the family day home service and signs the contract on behalf of the Minister. Also referred to as Minister's "designate".

NOTICE OF INTENT

A written notice from an individual(s) or organization to the Department indicating an intention to operate a family day home service.

PRESCHOOL CHILD

A child who has not yet reached the seventh birthday and is not a student within the meaning of the School Act (i.e., is not enrolled in a school and is not required to attend a school).

PROVIDER

A self-employed person who contracts with a family day home agency to provide care for preschool children in the provider's residence.

REQUIREMENT

A requirement is an approved policy governing the administration and operation of a family day home service. In this Manual, the requirement is stated first and is followed by an interpretation of the requirement.

SCHOOL AGE CHILD

A child who is 7 years of age or older or who is a student within the meaning of the School Act (i.e., is enrolled in a school or is required to attend a school)



SECTION DEFINITIONS	SUBJECT COMMONLY USED TERMS	PAGE 3 DATE 15/06/93
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SERVICE PLAN

A document outlining how the proposed family day home service will operate. The Service Plan is a key factor in the Department's decision to contract with an applicant.

SERVICE PLAN REVIEW

The process for assessing and making recommendations for family day home service plans submitted to the Department.

"SHALL" / "MAY"

Where the statement reads "shall", it means it must be done; where the statement reads "recommended", it means it is advisable but not required. "May" is used to mean "optional".

STANDARDS FOR FAMILY DAY HOME AGENCIES

These are the requirements that agencies must meet in order to operate family day home services in Alberta and are described in Section 3.0 of this Manual.

STANDARDS FOR PROVIDER CARE

These are the requirements that providers must meet in giving care to children and are described in Section 4.0 of this Manual.



<p>SECTION</p> <p>FAMILY DAY HOME PROGRAM MANUAL</p>	<p>SUBJECT</p> <p>PURPOSE</p>	<p>PAGE</p> <p>1</p> <p>DATE</p> <p>01/11/89</p>
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PURPOSE

The Family Day Home Program Manual describes policies and standards developed by Day Care Programs of Alberta Family and Social Services for the operation of family day home services in Alberta.

The manual also describes:

- ° the role of the Department in contracting with agencies to administer family day home services;
- ° the role of agencies in recruiting, monitoring, and supporting providers and assisting parents to enroll children;
- ° the role of providers in giving care to children; and
- ° the role of parents in choosing and using a family day home service.

STANDARDS

The standards contained in the Family Day Home Program Manual are the minimum requirements established for the operation of family day home services.

SECTION FAMILY DAY HOME PROGRAM	SUBJECT PURPOSE AND OBJECTIVES	PAGE 1 DATE 01/11/89
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PURPOSE

Provide parents with a choice of care in a home setting for preschool children.

Ensure that appropriate standards of child care are maintained in family day homes.

OBJECTIVES

Recruit and contract with suitable family day home providers.

Enhance the caregiving skills of providers through training.

Provide program support to family day home providers.

Monitor family day homes for compliance with standards of child care.

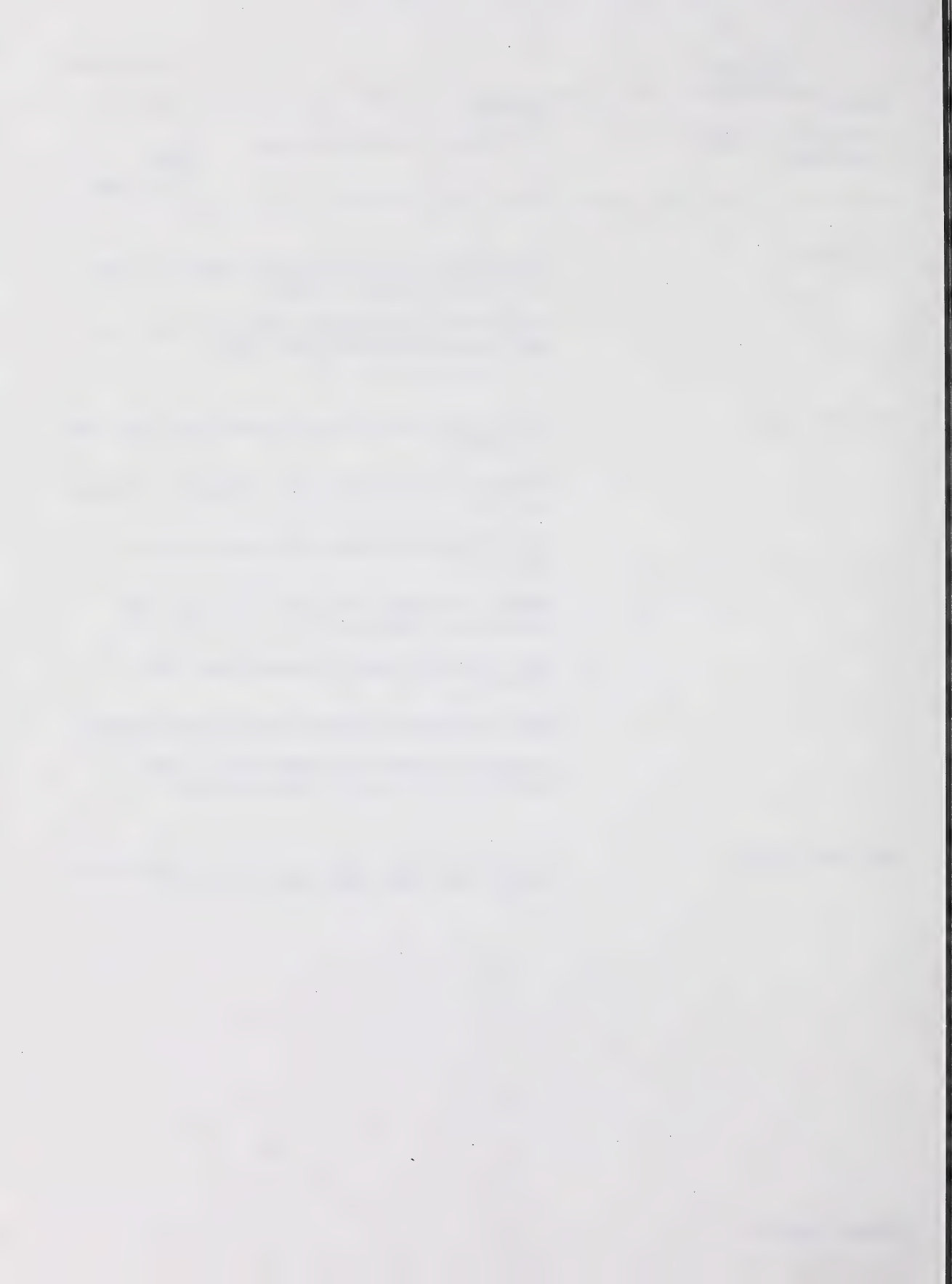
Meet individual needs of parents and their children.

Offer appropriate activities for preschool children.

Encourage families and communities to work together in the care of young children.

FEE ASSISTANCE

Provide assistance with fees to qualifying families through the Child Care Subsidy Program.



SECTION ROLES AND RESPONSIBILITIES	SUBJECT GOVERNMENT, AGENCY, PROVIDER, PARENT	PAGE 1 DATE 01/11/89
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SUMMARY

The responsibility for care of preschool children in family day homes is shared among government, agencies, providers and parents.

GOVERNMENT

Government responsibilities include:

- ° Development of standards of performance and care for family day home services.
- ° Assessment and approval of agencies to administer family day home services.
- ° Monitoring of agency performance to ensure compliance with the terms of the contract, the Standards for Family Day Home Agencies and the Standards for Provider Care described in the Family Day Home Program Manual.
- ° Provision of subsidies to qualifying parents.
- ° Provision of information to the public, parents and agencies.

Government responsibilities may include:

- ° Provision of funding for administration of family day home services.
- ° Provision of consultation for administration and operation of family day home services.

AGENCY

Agency responsibilities shall include:

- ° Administration of a family day home service in accordance with standards of performance and care as described in the Family Day Home Program Manual and the contract with the Department.
- ° Recruitment, selection and approval of providers who can meet the developmental needs of children in care.
- ° Monitoring, support and training of providers to meet the standards of performance and

SECTION ROLES AND RESPONSIBILITIES	SUBJECT GOVERNMENT, AGENCY, PROVIDER, PARENT	PAGE 2 DATE 01/11/89
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care, and the terms of the provider/agency contracts.

- Establishment of fee schedules and collection of parent fees.
- Payment to providers.
- Placement of children in family day homes in consultation with parents and in accordance with parent and child needs.
- Ensuring a system of back-up care.

PROVIDER

Provider responsibilities shall include:

- Provision of a home environment which meets the developmental needs of each child in care.
- Compliance with the standards of performance and care as outlined in the Alberta Family Day Home Program Manual.
- Compliance with the agency/provider contract and the parent/provider contract.

PARENT

Parental responsibilities shall include:

- Choosing a family day home agency.
- Choosing a family day home for the child.
- Observing the progress and development of the child in the provider's home.
- Communicating with the provider and agency to ensure the well-being of the child while in the family day home.
- Complying with the parent/provider contract and the parent/agency contract.
- Payment of the child care fee.

SECTION CONTRACT	SUBJECT PRINCIPALS / CONDITIONS	PAGE 1 DATE 15/06/93
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PURPOSE OF CONTRACT

The contract describes the responsibilities of the agency and of the Department.

The contract outlines the requirements to conform to policies and standards described in the Family Day Home Program Manual.

PRINCIPALS

Principals in the agency include directors, officers, shareholders and board members of incorporated agencies and owners and partners of unincorporated agencies.

Legal Status -

The Minister may contract with individual(s) or organizations to operate a family day home service.

Individual(s)
(Unincorporated)

The Minister may contract with an individual or group of individuals without corporate status and who are resident in Alberta. The individuals have personal legal responsibility, and they sign the contract as the principals. The individuals must be 18 years of age or older.

Organizations with
Corporate Status

The Minister may contract with an organization with corporate status controlled by residents of Alberta. The organization has status as a legal person or entity. The organization, rather than its members or shareholders, has legal responsibility. The principals who are the legal representatives of the company sign the contract.

Examples of Corporations:

- Companies that are incorporated, either under the Alberta Business Corporations Act or the Canada Business Corporations Act.
- Societies incorporated under the Societies Act (e.g. service organizations, non-profit community boards).
- Companies created by statute (e.g. Nova - An Alberta Corporation).

SECTION CONTRACT	SUBJECT PRINCIPALS / CONDITIONS	PAGE 2 DATE 15/06/93
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- Corporations or other organizations that are given contractual capacity by statute (e.g. labour unions under the Labour Relations Act, municipalities under the Municipal Government Act, colleges and universities. Family and Community Support Services (F.C.S.S.).
- Non-profit religious corporations.

CONDITIONS:

A contract may be signed with an agency when the Minister or the Minister's designate is satisfied that:

- Department funding is available to pay the family day home agency
- the service is needed
- the agency and the principals in the agency have met the requirements for a contract.

The contract is specific to the individuals involved at the time of signing and listed in the Appendix under "Principals in the Agency".

The Department is not obligated to contract with any party.

All principals and parties to the contract must meet eligibility criteria and comply with requirements of the Family Day Home Program Manual and the terms of the contract.

ELIGIBILITY OF PRINCIPALS

Criteria include:

- demonstrated ability and willingness to meet Department requirements for program and financial accountability contained in the Family Day Home Program Manual
- demonstrated knowledge in child care services

SECTION CONTRACT	SUBJECT PRINCIPALS / CONDITIONS	PAGE 3 DATE 15/06/93
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- where applicable, satisfactory performance in delivering other services under contract with, or licensed by, the Department
- the applicant and principals are personally suitable to administer and deliver services to children. This includes being free of:
 - criminal convictions that affect ability to provide child care services, e.g., child abuse and neglect, physical violence, fraud
 - pending trial on charges listed above
 - diagnosis of serious mental illness or receiving treatment for same
 - evidenced substance abuse within past year, as determined by a physician

**APPLICATION OF ELIGIBILITY:
CRITERIA**

The intent of applying eligibility criteria to principals is to ensure that:

- children are protected;
- family day home services are effective in meeting the needs of parents and their children; and
- public funds are used efficiently and economically.

In exceptional situations - such as board members of a municipality or college - certain eligibility criteria may not apply . Principals - either applicants for new agencies or changes in existing agencies - may apply to the department for "modification" of the eligibility criteria where it can be demonstrated that the particular individual has no real involvement in the agency.

SECTION CONTRACT	SUBJECT PRINCIPALS / CONDITIONS	PAGE 4 DATE 15/06/93
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The department's decision will take into consideration such things as the individual's

- financial investment in the agency
- involvement in administration and in policy and program development
- contact with children

CONTRACT START

The family day home agency and the Minister or the Minister's designate must sign a contract prior to commencement of the family day home service.

AGENCIES IN MORE THAN ONE REGION

Agencies which operate in more than one (1) of the six (6) Regions of Alberta Family and Social Services must sign a contract with each Region in which the service will operate.

SIGNING

The contract is signed by the person having the legal authority for the agency, and then by the designate of the Minister.

CONFIDENTIALITY

The agency shall ensure that any information obtained from or concerning Alberta Family and Social Services, any other department of the government of Alberta, or clients of any of them which is obtained by the agency, its agent or employees, in the performance of this contract is not disclosed to any other person without the consent of the Minister. Notwithstanding the termination of this contract, this clause shall continue to be of effect until dispensed with in writing by the Minister.

SIGNIFICANT CHANGE

Prior approval must be obtained from the Department for any significant change in principals. "Significant change" is defined as the addition or deletion of either of two (2) or more directors of the Agency or a change in the ownership of twenty-five percent (25%) or more shares of the Agency as contained in Appendix B of the contract. This applies whether it

SECTION CONTRACT	SUBJECT PRINCIPALS / CONDITIONS	PAGE 5 DATE 15/06/93
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is a "one time" change or an accrued change. For example, 10%, 12%, 3%.

AMENDMENT

When the Department has approved a change in principals, an amendment to Appendix B of the contract is required.

AUTOMATIC TERMINATION

If at any time, Appendix B does not correspond with the principals in the agency, the contract is considered automatically terminated at the time the change in principals occurred.

Any payment to the agency subsequent to the change must be returned to the Department.

RESPONSIBILITIES, LIABILITIES OF NEW PRINCIPALS

New principals acquire all responsibilities and liabilities of the contract. This includes responsibility for any outstanding "Payment on Account" which is payable to the Department on demand.





SECTION SERVICE PLAN	SUBJECT SUBMISSION OF SERVICE PLAN	PAGE 1
		DATE 01/11/89

REQUIREMENT

Individual(s) or organizations applying to contract for a family day home service shall submit a notice of intent and a service plan to the Department.

NOTICE OF INTENT

A notice of intent to operate a family day home service must include:

- the geographical area to be served,
- the need for child care services in the area, and
- a brief description of the proposed program.

SERVICE PLAN

A service plan describes how the applicant intends to administer a family day home service. The service plan is the basis on which the proposed agency shall operate. The Department makes recommendations for signing the contract based on the service plan.

SECTION SERVICE PLAN	SUBJECT CRITERIA FOR APPROVAL	PAGE 1
		DATE 01/11/89

SUMMARY

Service plans submitted to the Department are assessed according to the ability of the agency to demonstrate the following:

Need for Service

Need for child care within the area in which the family day home service will operate.

Provider Availability

Availability of qualified providers in the target area who have the capacity to meet the Standards for Provider Care described in the Family Day Home Program Manual.

Agency Personnel

Coordinators and home visitors with preparation, training, and skills in child care and family dynamics. They must have:

- ° the ability to screen and assess family day home environments;
- ° skills in supervision and adult education to assist providers to meet the standards for care described in the Family Day Home Program Manual;
- ° skills in the placement of children according to their needs; and
- ° skills in providing support to providers, parents and children.

Philosophy & Goals

Applicant has a comprehensive understanding of family day home services and the needs of families and children in care.

SECTION SERVICE PLAN	SUBJECT CRITERIA FOR APPROVAL	PAGE 2
		DATE 01/11/89

Administration

Capacity to administer a family day home service, including service, organization, staffing, record-keeping, budgeting, promotion, facility, personnel policies and job descriptions.

Service Assessment and Monitoring

Identification of an effective monitoring and assessment process to ensure compliance with the Standards for Provider Care described in the Family Day Home Program Manual.

SECTION REVIEW	SUBJECT PROGRAM AND FINANCIAL	PAGE 1 DATE 15/06/93
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REQUIREMENT

The department will review agency performance by reviewing agency activities and agency records and by assessing care in providers' homes.

AGENCY REVIEWS

- Department staff will conduct periodic reviews of the agency's operations. Such reviews may be at the agency office and may include review of:
 - attendance records,
 - claims,
 - provider and child files
 - system for recording incidents (injury, medical, behaviour)
 - records or activities for key functions such as:
 - provider recruitment, selection, monitoring, support
 - child placement, family contact
 - fee collection/provider payment
 - training
- Agencies are required to submit reports and other records that the Department may specify.

PROVIDER REVIEWS

Department staff will review care in individual providers' homes to ensure compliance with Requirements and Standards of the FDH Program Manual.

Agency staff may be requested to accompany department staff on reviews of providers' homes.

Department staff will show identification information to providers. Providers must allow access to the home by department staff at any time when children in care are in the home. In rare instances where the provider must leave immediately for an appointment, department staff must at least be able to quickly

SECTION REVIEW	SUBJECT PROGRAM AND FINANCIAL	PAGE 2 DATE 15/06/93
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walk through the home and identify and record all people present.

REPORTS

Agencies must provide records, documents and reports as required

SECTION REVIEW	SUBJECT PROGRAM AND FINANCIAL	PAGE 1
		DATE 15/04/91

REQUIREMENT

Departmental staff will conduct periodic reviews of the agency, including a minimum of an annual review.

SITE VISITS

Periodic reviews may include a visit to the agency by regional staff.

HOME VISITS

Department staff shall visit a sample of providers' homes in each agency.

Agency staff will be contacted prior to visits to providers' homes and may be requested to accompany Department staff on some visits. A percentage of visits to providers' homes will be made without prior notice to the provider.

SERVICE UPDATES

Family day home agencies shall be requested to provide a written service update and meet conditions of operation prior to renewal of the contract and at other times as specified. When regional staff are satisfied that conditions of the contract are met, the Department and agency may enter into a new contract.

ACCESS TO RECORDS

The Department may examine submitted claims and supporting records.

The Department may examine provider records, child and parent files, monitoring reports and training files.

CONSULTATION

Regional staff may provide consultation to the agency.

REVIEW REPORTS

Both annual and periodic reviews are recorded and reported in writing.

SECTION OPERATING A SERVICE	SUBJECT STANDARDS	PAGE 1
		DATE 01/11/89

SUMMARY

This section outlines the standards of operation for agencies that administer family day home services under contract with the Department.

The standards outlined are the minimum requirements for operating family day home services within the province of Alberta .



FAMILY AND SOCIAL SERVICES

SECTION PERSONNEL	SUBJECT QUALIFICATIONS	PAGE 1
		DATE 15/04/91

REQUIREMENT

The agency shall ensure that there are adequate staff to administer the family day home service according to the Standards for Family Day Home Agencies and Standards for Provider Care.

The agency is required to obtain security clearances and reference checks on all agency personnel who may be in contact with children in care.

GENERAL

The agency ensures that personnel who may be in contact with children in care are free of all of the following:

- ° conviction of a crime involving child abuse, child neglect, moral corruption or physical violence;
- ° pending trial on charges listed above;
- ° diagnoses of serious mental illness or receiving therapy or medication for same;
- ° evidenced drug addiction or alcoholism within the past year, as determined by a physician; and
- ° indicated and founded reports of child abuse.

AGENCY COORDINATOR

The agency hires or designates a coordinator to manage the family day home service.

The coordinator shall have demonstrated ability and skills in the following areas:

- ° training and knowledge in child development and family dynamics;
- ° organizational and planning skills;
- ° supervisory and communication skills; and
- ° valid first aid certificate for child care approved by the Department.

SECTION PERSONNEL	SUBJECT QUALIFICATIONS	PAGE 2
		DATE 01/11/89

COORDINATOR AND/OR
HOME VISITOR

Coordinators and home visitors who have responsibility for assessment and monitoring of providers shall have demonstrated ability and skills in the following:

- knowledge of child development and child care;
- assessment of provider competencies and family day home environment;
- training providers;
- supervision and monitoring of provider performance; and
- valid first aid certificate for child care approved by the Department.

SECTION PERSONNEL	SUBJECT FUNCTIONS	PAGE 1
		DATE 01/11/89

FUNCTIONS

Functions are the roles and responsibilities related to the administration and operation of a family day home service.

AGENCY FUNCTIONS

The agency shall select and monitor agency personnel who shall operate in accordance with the Standards for Family Day Home Agencies described in the Family Day Home Program Manual.

The agency selects and monitors providers who shall operate in accordance with the Standards for Provider Care described in the Family Day Home Program Manual.

AGENCY COORDINATOR FUNCTIONS

The coordinator manages all activities related to the administration and operation of a family day home service.

On an annual basis, the coordinator shall visit a minimum of 25% of homes within each home visitor's caseload.

HOME VISITOR FUNCTIONS

Home visitors (and other agency personnel with responsibility for provider performance) ensure that family day home providers meet the Standards for Provider Care as described in the Family Day Home Program Manual, through the following:

- ° Selecting providers
 - assessing providers
 - assessing family environments
 - assessing physical space, equipment and toys
- ° Training providers
 - orienting new providers
 - ensuring providers have an approved first aid certificate
 - developing individualized training plans
 - in-home training during home visits
 - sharing newsletters
 - providing literature and study packages
 - referring provider to courses, television shows, conferences, special presentations
 - conducting monthly workshops

SECTION PERSONNEL	SUBJECT FUNCTIONS	PAGE 2 DATE 01/11/89
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- Supporting providers
 - consulting through home visits and telephone calls
 - arranging back-up care
 - explaining requirements and policies
 - liaising between provider and parents
- Ensuring that the care of children meets the Standards for Provider Care described in the Family Day Home Program Manual
 - matching and placing children
 - observing children in care during home visits
 - providing information and equipment to the provider
 - ensuring the home continues to meet the needs of the child in care
- Conducting monthly home visits including:
 - safety checks
 - provider training
 - provider support
 - administrative support
 - observations of providers and children

Home visitors are expected to spend a minimum of 45 minutes to 1 hour per visit. Approximately 2 hours of time is required for planning, record-keeping, report-writing, and follow-up associated with each visit.
- Fostering a positive relationship with parents
 - matching and placing of children to meet parents' and children's needs, and preferences e.g. language and culture, proximity of family day home to home or work
 - communicating with parents over the phone or through notes or letters
 - responding to parents' concerns and wishes

SECTION	SUBJECT	PAGE
PERSONNEL	FUNCTIONS	3
		DATE
		01/11/89

• Maintaining Records

- cumulative records on parent, child and provider
- records of home visits, safety checks, observations of providers and children
- records of incidents, accidents, and complaints
- orientation training, in-service of individual providers.

See DH-03-03-02 for details.

SECTION ADMINISTRATIVE DUTIES	SUBJECT CASELOADS	PAGE 1 DATE 01/11/89
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REQUIREMENTS

A home visitor whose sole responsibility is supervision of homes shall supervise a maximum of 35 homes or 105 enrolled children, whichever maximum is reached first.

An agency coordinator with responsibility for both administration of the family day home service and supervision of family day homes shall have a job description which includes percentage of time allotted for all functions.

GUIDELINES

Caseloads may need to be adjusted in consultation with Department staff when:

- the number of part-time spaces exceeds 30%;
- distances are greater than 25-35 km. radius;
- provider turnover exceeds 50% annually;
- the number of special needs children enrolled exceeds 10%; or
- the functions for home visitors includes administration.

SECTION ADMINISTRATIVE DUTIES	SUBJECT AGENCY RECORDS	PAGE 1 DATE 15/06/93
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REQUIREMENT

Agencies shall keep required records for 2 years plus the current year. Of these, 1 year plus the current year must be kept on the agency premises. All other required records are to be made available within 24 hours.

Required records must be available for inspection by the Department at all times.

Required records include:

GENERAL RECORDS

General

- Families

A current list including:

- names of parents and children;
- address and telephone number of family; and
- name, address, and telephone number of provider with whom children are enrolled.

It is recommended that a card index file be kept to record family listings, with a duplicate copy given to the provider to carry at all times during outings.

- Agency Personnel

- a current list of agency personnel including telephone numbers, Social Insurance Numbers.
- personnel job descriptions, responsibilities, qualifications and experience.

SECTION ADMINISTRATIVE DUTIES	SUBJECT AGENCY RECORDS	PAGE 2 DATE 15/06/93
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- records verifying completion of criminal record checks or security clearances. The record must indicate:

- date of criminal record check/security;
- whether criminal record check/security clearance was clear; and
- where not clear, evidence that the criminal record was reviewed or conviction disclosed and that the agency representative is satisfied that the nature and/or circumstances of the conviction would not be detrimental to the care of children.

NOTE: Agencies are not required to keep the original criminal record check/security clearance document on additional information or on individual's criminal record. These are the property of the individual.

- reference checks.

- Providers

A current list including:

- telephone numbers, location and mailing address; and
- names and ages of children in the provider's care.

SECTION ADMINISTRATIVE DUTIES	SUBJECT AGENCY RECORDS	PAGE 3 DATE 15/06/93
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INDIVIDUAL RECORDS

Individual

- ° Records of Families to include:
 - completed registration form;
 - name, date of birth, health care registration number and current home address of child;
 - name, telephone number and address of parent or guardian; and
 - completed accident reports.
 - telephone numbers and addresses where parents or alternates can be reached in an emergency;
 - names of people to whom the child may or may not be released;
 - health and immunization records;
 - name, address and telephone number of child's physician;
 - completed medication forms;
 - authorization for medication prescribed by a physician for chronic condition (e.g. insulin);
 - child observation record completed by home visitor;
 - parent/agency contracts; and
 - completed parent permission forms.

SECTION ADMINISTRATIVE DUTIES	SUBJECT AGENCY RECORDS	PAGE 4 DATE 15/06/93
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• Records of Providers to include:

- name, address and telephone numbers of providers and back-up providers;
 - records verifying completion of criminal record checks or security clearances on provider and any adults who may be in the home on a regular basis while children are in care. The record must indicate:
 - date of criminal record check/security;
 - whether criminal record check/security clearance was clear; and
 - where not clear, evidence that the criminal record was reviewed or conviction disclosed and that the agency representative is satisfied that the nature and/or circumstances of the conviction would not be detrimental to the care of children.
- NOTE: Agencies are not required to keep the original criminal record check/security clearance document on additional information or on individual's criminal record. These are the property of the provider.
- reference checks,
 - safety checks,
 - copy of first aid certificate,

SECTION	SUBJECT	PAGE
ADMINISTRATIVE DUTIES	AGENCY RECORDS	5
		DATE 15/06/93

- accident and incident reports,
- completed home study,
- medical certificate,
- monitoring reports,
- agency/parent contract,
- agency/provider contract, and
- liability insurance.

FINANCIAL RECORDS

To include:

- claims submitted for Child Care Subsidy and Administration Fee;
- fee schedules for parents and providers; and
- payroll records.

ATTENDANCE RECORDS

Attendance records are required to verify claims for the Administration Fee and the Child Care Subsidy.

REQUIREMENT:

Child attendance records must include:

- name of provider;
- name and birth date of child;
- dates and hours of attendance;
- parent signature, weekly, verifying hours child attended.

Many agencies have adopted the practise of having parents initial children's arrival and departure times. Agencies which have not adopted this process are encouraged to consider it as a matter of good

SECTION ADMINISTRATIVE DUTIES	SUBJECT AGENCY RECORDS	PAGE 6 DATE 15/06/93
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business practice. It formalizes the transfer of responsibility between parent and provider. It protects children, parents and providers and addresses issues of liability. The record provides the most accurate basis for payment of providers and billing of parents.

MONTHLY REPORT

Family day home agencies must submit to the Department a monthly summary of enrollment and provider status in a format prescribed by the Department.

TERMINATION

When the child leaves or the provider terminates, the agency obtains all copies of information on the child from the provider.

CONFIDENTIALITY

Records of providers, families and children are confidential and must be stored in a locked file.

The agency is responsible for discussing with the parent and recording any information that must remain confidential.



SECTION ADMINISTRATIVE DUTIES	SUBJECT FEES AND PAYMENT	PAGE 1 DATE 01/11/89
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REQUIREMENT

The agency shall establish a schedule of parent fees and collect parent fees.

The agency shall establish a schedule of provider payment and pay providers.

FEE SCHEDULES

The agency shall establish a regular schedule for the collection of parent fees and for payment of providers.

Agencies shall provide copies of fee schedules to parents and providers.

Agencies shall give providers and parents 30 days notice of any change in fees.

The agency may issue an annual statement of earnings for the convenience of providers in preparing tax returns.

SECTION ADMINISTRATIVE DUTIES	SUBJECT CHILD PROTECTION	PAGE 1
		DATE 15/04/91

REQUIREMENT

Family day home agencies shall develop policies and procedures for ensuring that staff and providers in their agencies:

- ° know the requirements for reporting suspected child abuse and neglect

A person is required by law to report any suspected child abuse or neglect to the proper authorities - namely Child Welfare Services.

Child Welfare Services may be contacted by calling the nearest District Office of Alberta Family and Social Services listed in the telephone directory, or by dialing the emergency number: "0" (Operator) and asking for Zenith 1234.

- ° are familiar with Alberta Family and Social Services "Protocols for Handling Child Abuse and Neglect in Day Care Services".
- ° provide proper supervision of children, particularly when there are other persons in the home while children are in care.
- ° Family day home agencies shall ensure that staff and providers have a copy of "Protocols for Handling Child Abuse and Neglect in Day Care Services".

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT ASSESSMENT AND APPROVAL	PAGE 1 DATE 01/11/89
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REQUIREMENT

The agency shall assess the family day home applicant according to the following requirements and the ability of the applicant to meet and maintain the Standards for Provider Care.

PROVIDER REQUIREMENTS

The provider must:

- be at least 18 years of age;
- hold or acquire a valid first aid certificate in child care;
- have a warm, confident manner, good communication skills and be accepting of individual differences;
- like and understand children;
- be able to give children affection;
- be energetic, flexible and creative;
- be knowledgeable of and willing to increase knowledge of early childhood development;
- establish an interesting environment in which children can learn and develop;
- know and be capable of following approved procedures for emergencies, accidents, fire;
- be willing to accept support and direction from the family day home visitor;
- be willing to support parents; and
- be knowledgeable of good health and sanitary procedures and infection control.

DOCUMENTATION REQUIREMENTS

Prior to approval, a prospective provider shall submit the following documentation to the agency:

- Medical or physician's note: a recently completed medical form or note signed by a physician, verifying the provider's physical and emotional ability to care for young children;

FAMILY AND SOCIAL SERVICES

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT ASSESSMENT AND APPROVAL	PAGE 2
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- Security Clearances are required for all providers and any adults who may be in the home on a regular basis while children are in care.
- References - a minimum of 2 independent character references. References must not be relatives of the provider;
- Written Emergency Plans - evacuation procedures, emergency telephone numbers, fire drill plans, floor plan indicating exits, emergency health and accident procedures.

RECOMMENDATION

Security Clearance - It is recommended that security clearances be obtained for all persons over 12 years of age.

Immunization - It is strongly recommended that a provider and members of the provider's household be immunized for their own protection and to prevent the spread of disease among children in care. It is particularly important that women of child bearing age know their status for Rubella. Contact the local health unit for advice on immunization.

REQUIREMENT

TB Testing - It is strongly recommended that the provider and other adults in her household have a TB test prior to placement of children in the home. The test can be done at the local health unit.

FAMILY DAY HOME
ENVIRONMENT REQUIREMENTS

Where other children or adults are present, there must be:

- an understanding, friendly and accepting interaction among all family members with the child in care;
- a supportive attitude of spouse or partner and other household members toward the demands placed upon the provider in caring for enrolled children; and

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT ASSESSMENT AND APPROVAL	PAGE 3
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- no consumption of alcohol or illegal substances.

FAMILY DAY HOME RESIDENCE REQUIREMENTS

The residence must have:

- windows in all rooms used by children. Where a play area does not have a window, the use of the room must be authorized by the agency and the provider must be present while children are in the room;
- no room or space that is accessible only by ladder, folding stairs or through a trap door shall be used by children;
- adequate heat, ventilation, light and refrigeration for protecting the health of children;
- clean and sanitary surroundings;
- dwelling, premises and furnishings in good repair and provide for the comfort and well-being of the household;
- walls and floors that are easy to clean;
- sufficient space both indoors and outdoors to meet developmental needs of young children;
- an approved crib, playpen, cot, mattress or bed with individual covering for each child (see DH-04-04-01 for further details);
- an approved supply of first-aid materials;
- age-appropriate games, books, blocks, puzzles and toys to provide a stimulating play environment (see section DH-04-04-01 Toys, Equipment and Furnishings and section DH-03-05-01 Agency Resources);
- protection from hazards such as electrical outlets, radiators and other heating equipment;



FAMILY AND SOCIAL SERVICES

SECTION
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- protection from toxic materials - medicines, cleaning supplies, detergent, poisons, paints, insecticides, hazardous plants;
- protection from dangerous objects - knives, matches, firearms;
- protection from animals (pets); and
- smoke alarms in working order outside each sleeping area (not in each bedroom) (see DH-04-07-05).

RECOMMENDATION

It is recommended that there be:

- a fenced yard. If adjacent yard or play space is not available, outdoor play space within easy and safe walking distance must be authorized by the agency;
- a fire extinguisher; and
- individual or disposable personal care items for each child, e.g. towels, toothbrushes.

HOME STUDY

The home study may include a combination of office and home visits. There shall be at least two (2) home visits prior to placement of children in the home. It is recommended that the second home visit be unannounced.

Home visits provide an opportunity for discussion of provincial and agency standards, policies and procedures as well as assessment of strengths and weaknesses of the potential provider, the family situation and the physical facilities.

APPROVAL

Providers shall be approved only when all required documentation has been received and the home study and references indicate that the applicant meets all requirements of the Family Day Home Program Manual.

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT MONITORING AND SUPPORT	PAGE 1 DATE 01/11/89
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REQUIREMENT

The agency shall conduct home visits in each provider's home.

Visits shall be made at least once a month during hours of care.

A minimum of one quarter of these home visits shall be unannounced.

If there are problems or concerns, it is strongly recommended that homes be visited more than once a month and that the number of unannounced visits be increased.

TIME FOR HOME VISITS

The times of home visits are varied to cover various aspects of the child's day i.e. morning, afternoon, outside play time, lunch time, nap time, arrivals and departures.

LENGTH OF HOME VISITS

Regular home visits shall average 45 minutes to one hour in length.

CONTENT OF HOME VISITS

Each home visit shall include, but is not limited to, the following:

- ° Safety Checks - to be done informally each visit and formally at least twice a year;
- ° Provider Training - in a variety of forms;
- ° Support - to include:
 - listening to provider,
 - providing resources (articles, toys, equipment, audio-visual materials, newsletters and/or journals),
 - discussing specific problems or issues and possible solutions;
- ° Administration - such as presentation of new policies and forms, and collection of completed medication forms, accident and incident forms, attendance forms; and
- ° Observations - of providers and children in care.



FAMILY AND SOCIAL SERVICES

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT MONITORING AND SUPPORT	PAGE 2
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PROGRAM SUPPORT

The agency provides consultation, training, support and information to providers as needed through home visits, telephone contact, provision of resources and individualized training plans.

The agency must give providers such information as may be required by the Department.

RECOGNITION

It is strongly recommended that recognition of the importance of the provider's role be an integral part of the agency program. Recognition may be provided in many ways including certificates of service, award ceremonies, training sessions and program development.

PARENT/PROVIDER SUPPORT

The agency supports the parent-provider relationship and provides back-up care when needed.

COMPLIANCE

The agency ensures that the provider complies with the Standards for Provider Care described in the Family Day Home Program Manual.

Where the provider does not comply with standards of care and a child is at risk, the agency shall require the provider to comply immediately or cancel the provider's contract.

Agency personnel shall report any suspicion of child abuse or neglect according to requirements described in the Department's "Protocols for Handling Child Abuse and Neglect in Day Care Services".

SECTION	SUBJECT	PAGE
RESPONSIBILITIES REGARDING PROVIDERS	TRAINING AND EVALUATION	1
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REQUIREMENT

In consultation with each provider, the home visitor shall develop an individualized training plan and provide appropriate training.

TRAINING ACTIVITIES

Training includes formal and informal activities and instruction designed to assist providers to meet the standards of care. It is recommended that training approaches and methods be adapted to the competency level and learning style of each provider. Activities may include:

- discussion about children's development, activities, discipline, and ideas;
- modelling of appropriate behaviours while providing activities for children; and
- provision of resources such as articles, toys, equipment and audio-visual materials.

ASSESSMENT OF TRAINING NEEDS

Together with the provider, the home visitor reviews the provider's competence, knowledge, skills, self-confidence and experience related to child care.

Through discussion, the home visitor and the provider identify areas where additional knowledge and experience may be required, e.g. age-appropriate behaviour, discipline, program planning, nutrition, and health practices.

The home visitor selects with the provider those areas that require further development and the most appropriate method(s) for acquiring skills.

The home visitor and the provider develop an individualized training plan.

INDIVIDUALIZED TRAINING PLANS

Individualized training plans shall include the following areas, as required:

- pre-service training requirements (e.g. emergency first aid procedures);
- inservice training, both individual and group (e.g. home visitor modelling, group modelling

SECTION	SUBJECT	PAGE
RESPONSIBILITIES REGARDING PROVIDERS	TRAINING AND EVALUATION	2
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of appropriate activities such as observation of a nursery school);

- correspondence courses and formal classroom instruction, as well as self-study;
- group discussions, seminars, conferences;
- information and resources (e.g. travel survival kits, journals, newsletters, manuals); and
- in-home consultation.

EVALUATION

At least yearly, the home visitor evaluates the provider's performance and ability to meet the standards of care. Evaluations may be used to determine the following:

- maximum number of children the provider can care for;
- age and type of children in care;
- training needs (along with training assessment);
- resource needs, e.g. equipment and toys; and/or
- whether the provider is meeting the standards of care.

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT BACK-UP/SUBSTITUTE CARE	PAGE 1 DATE 01/01/92
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REQUIREMENT

BACK-UP CARE

The agency shall establish a system of back-up care to ensure that there are alternate arrangements when the regular provider is not available.

The agency gives information on agency policies and procedures for back-up care to providers and parents.

When the provider notifies the agency that the provider will be absent, the agency ensures that back-up care is available.

Back-up care may be provided by the agency in the following:

- approved provider in her home
- approved provider in another approved provider's home
- day care centre facilities

SUBSTITUTE CARE:

At the request of a parent or a provider, agencies may approve substitute caregivers for specified periods during the contract with a provider.

The substitute may provide care in her own home or in the regular provider's home.

In approving a substitute, the agency must be satisfied that the person can provide adequate care for the circumstances and children involved. At a minimum, the substitute caregiver must:

- be designated by the provider or the parent
- be at least 18 years of age
- be interviewed in person by the agency. Members of the household who may be present while children are being cared for must also be interviewed
- have a security clearance. Members of the household who may be present while children

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT BACK-UP/SUBSTITUTE CARE	PAGE 2
		DATE 01/01/92

- are being cared for must also have a security clearance.
- know emergency procedures, including calling for help, treatment of airway obstruction, evacuation
- have emergency child care records including:
 - child's name, address, birthdate, medical information (allergies), doctor's name and telephone, parent's phone number and alternate.
- must notify the agency in advance of any substitute arrangement.
- record times when substitute arrangements occur.

The agency must include in the contract with the parent the name of the substitute designated by the provider and any regularly scheduled substitutions.

The parent must give prior approval to any substitute arrangements.

A substitute may provide care for a maximum of 3 days in a given month and a maximum of 20 days of care (4 weeks) in a 12 month period subject to the above conditions.

A substitute may provide care for a minimum of 4 days up to 21 consecutive days (3 consecutive weeks) and a maximum of 20 days of care in a 12 month period subject to the above conditions and the following additional requirements:

- The agency must give prior approval based on an assessment that the substitute can provide appropriate care for the longer term.
- The agency must conduct a minimum 1 hour home visit within 5 days of the commencement of care.

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT BACK-UP/SUBSTITUTE CARE	PAGE 3 DATE 01/01/92
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NON FAMILY DAY HOME ARRANGEMENTS

Parents and providers may make their own informal arrangements, including using a person who has not been formally approved by the agency. These arrangements are outside the contractual arrangement between the Department and the Agency, and the provisions of the Family Day Home Program Manual. The Department will not make payment on behalf of any child with respect to such care.

The agency should specify in their contract with providers and parents that the agency's responsibility ends, including any responsibility for payment, when the unapproved alternate assumes care. The agency should also require in the contract that the provider record times when unapproved alternate care arrangements are occurring in the home.

As a further precaution, it is suggested that the provider and parent clearly define the circumstance under which alternates are used to ensure that the agency is not seen to be responsible during those periods. This may mean that the parent signs in and out for the periods when the agency is not responsible or it may take the form of a signed waiver for each occasion.

e.g. I _____ (parent) agree that for
the period ____ (hr) to ____ (hr) on
_____ (date)

_____ (caregiver
) will be responsible for my child and that this
arrangement is outside the terms of my contract
with
_____ (agency/provider)

Signature of Parent

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RESPONSIBILITIES REGARDING PROVIDERS	CONTRACT WITH PROVIDER	1
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REQUIREMENT

The agency shall sign a contract with the provider describing the responsibilities and conditions of service for both agency and provider.

CONTENTS

Agency/provider contracts include:

- agreement of provider to comply with requirements of the Family Day Home Program Manual, and
- agreement of provider to comply with agency requirements and policies.

Contracts may make specific reference to all of the following:

- agreement of provider to obtain and maintain liability insurance coverage;
- agreement of provider to obtain an approved first aid certificate for child care;
- agreement of provider to allow the agency and the Department access to premises at any time during hours of child care;
- agreement of provider to participate in training provided by agency;
- agreement of provider to give notice of termination within a specified time;
- agreement of agency to provide administration, consultation, training, program support, resources, materials, back-up service, payments;
- self-employed status of provider; and
- payment of provider.

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT RECORDS KEPT BY PROVIDERS	PAGE 1 DATE 01/11/89
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REQUIREMENT

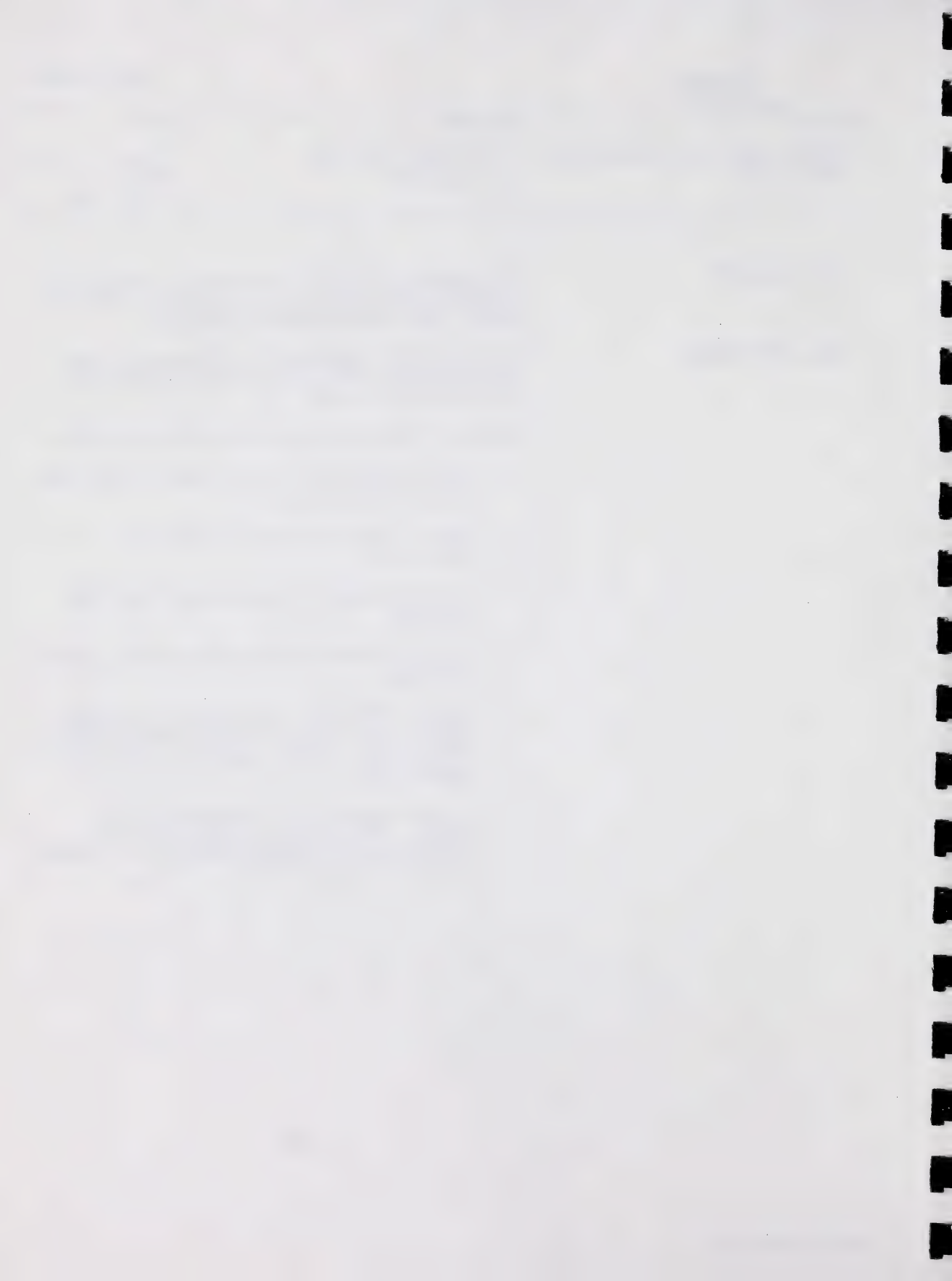
The agency shall give to the provider copies of all necessary documents relating to the child and the child's care before the child is placed.

PROVIDER COPIES

It is strongly recommended that documents given by the agency and retained by the provider be updated as necessary.

Necessary documents include all of the following:

- ° name, address and phone numbers (home and work) of parent(s);
- ° phone number of person to call in an emergency;
- ° names of people to whom the child may be released;
- ° names of people to whom the child may not be released;
- ° medical information necessary for the child's safety, e.g. allergies, child's Alberta Health Care number, doctor's name and telephone number; and
- ° a child profile form, completed by the parent. The parent shall be informed in advance that the completed child profile shall be given to the provider.



SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT INSURANCE	PAGE 1
		DATE 15/06/93

REQUIREMENT

The agency shall ensure that it and its providers have the necessary insurance coverage for the operation of a family day home service and the individual family day home.

LIABILITY COVERAGE

The agency shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of either Comprehensive or Commercial General Liability, with an insurer licensed in Alberta, in an amount not less than \$1,000,000 per occurrence, (annual general aggregate, if any, not less than \$2,000,000), insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability.

The department will assess the coverage to ensure that the policy is adequate and that any exclusions do not negate the value of the policy. The department does not bear responsibility for guaranteeing the adequacy of the coverage.

NOTICE OF CHANGE

The agency's insurance policy must be endorsed to provide to the Minister 30 days notice in advance of any cancellation or material change, which affects the coverage provided.

VERIFICATION OF COVERAGE

The agency shall provide to the department verification that it has the required insurance coverage. Prior to the department's first contract with the agency, the agency shall submit a certified true copy of the insurance policy for review.

A certified true copy can be in two forms:

1. An actual typed or printed copy of the original policy on the original forms of the insurer, with original signatures of the insurer's representative and/or brokers;

or

SECTION RESPONSIBILITIES REGARDING PROVIDERS	SUBJECT INSURANCE	PAGE 2
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2. A complete photocopy made by the client's broker, stamped throughout as a true certified copy by the broker and with the broker's original signature.

Prior to subsequent contracts, the agency shall submit a "certified" renewal certificate and copies of any renewal documents and endorsements added since the previous term.

PROVIDER LIABILITY

All providers must be covered for liability in the amount of no less than \$1,000,000 per occurrence.

TRANSPORTATION

The agency ensures that where providers transport children in a private car, automobile liability insurance coverage is obtained by the provider at a minimum of \$1,000,000 per occurrence.

VERIFICATION OF PROVIDER COVERAGE

It is recommended that the agency require verification that the provider has the necessary liability and transportation insurance coverage.

HOME INSURANCE

It is recommended that the agency advise providers to obtain a home insurance policy to cover theft and damage to personal property.

COMMENT

Agencies should advise providers that home owners insurance should be obtained on a comprehensive all risks basis. Many insurers offer a child care liability extension directly to an existing home owners policy. Expensive and fragile items should be insured under a personal property floater and kept out of reach of children. Most insurance agents will be able to provide further information and should be specifically asked for details of available coverages.



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SECTION
RESPONSIBILITIES REGARDING
PROVIDERS

SUBJECT
COMMUNICABLE DISEASES

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1

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REQUIREMENTS

The agency reports suspected communicable diseases to the community health unit or the Medical Officer of Health (M.O.H.).

The health unit or M.O.H. will:

- ° determine who needs to know
i.e., parents of other children in the home
- ° advise on child's continued attendance
- ° advise on any other required action.

If the agency is unable to contact the community health unit or M.O.H., the illness may be reported to the Provincial Director of Communicable Disease Control at 427-5263 in Edmonton.

It is strongly recommended that the agency, in conjunction with the community health unit, establish a policy regarding the identification of communicable diseases and the development of preventive measures.

The agency shall communicate with parents of all children in the family day home regarding the suspected communicable disease and procedures being followed by the agency and provider.

(See section DH-04-06-04.)

SECTION	SUBJECT	PAGE
AGENCY RESOURCES	TOYS AND EQUIPMENT	1
		DATE 01/11/89

REQUIREMENT

Agencies shall ensure that there are sufficient, safe, suitable, age-appropriate toys, equipment and other resources for each child in care (see DH-04-04-01).

Agencies shall ensure that equipment and toys used in family day homes are in safe working order and in compliance with federal and provincial safety standards (e.g. Crib and Cradle Regulations, Consumer and Corporate Affairs, Canada - available at local health unit offices). This includes toys and equipment supplied by the parent or the provider.

EQUIPMENT

Agencies ensure that, when required, the following equipment is available to providers who care for infants:

- cribs, playpens or sleeping mats
- safety gates
- strollers
- high chairs
- car seats (if children are transported)
- toilet seats

OTHER RESOURCES

Additional resources include books, audio-visual materials, magazines, educational literature, teaching tools, resource lists, manuals, and audio tapes.

SECTION	SUBJECT	PAGE
RESPONSIBILITIES REGARDING PARENTS	PLACEMENT OF CHILDREN	1
		DATE 01/11/89

REQUIREMENT

The agency shall place each child in a family day home in accordance with the child's and the parents' needs.

SUITABILITY OF HOME

The agency interviews parents to determine need and selects suitable homes for the parent to visit and assess.

The agency develops criteria to be used for placing each child. Each placement is assessed according to parents' wishes regarding language, culture, and child management practices.

IMMUNIZATION

The agency shall require that, before placement, each child in care be immunized according to recommendations of the local health unit.

Where immunization is refused for health or other reasons, the agency requires parents to sign a waiver and keeps this information on file.

PREPLACEMENT VISITS

The agency shall arrange preplacement visits between the provider, the parent and the child. An agency representative may accompany the parent on a preplacement visit.

CONTRACT

The agency representative shall sign a contract with the parent describing the responsibilities of agency, provider and parent.

The agency representative must ensure that all areas in the contract are fully understood and that all parties agree to the conditions of service.

If more than one child in a family is being placed in a provider's home, separate contracts may be signed for each child. Individual records must be kept for each child.

SECTION RESPONSIBILITIES REGARDING PARENTS	SUBJECT CONTRACT(S) WITH PARENT	PAGE 1 DATE 01/11/89
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REQUIREMENT

The agency shall sign a contract with the parent describing the responsibilities of each party.

AGENCY/PARENT CONTRACT

Contracts include:

- agreement of agency to comply with requirements of the Family Day Home Program Manual and agency requirements and policies, and
- agreement of parent to comply with agency requirements and policies.

RECOMMENDATION

It is strongly recommended that the contract or an attachment to the contract make specific reference to the following:

- fees
- payment terms
- schedule of fee payment
- agency child management policy
- back up care arrangement
- notice of termination by parent
- notice of termination by agency
- notice of changes in fee schedules and terms of payment
- notice of policy changes
- hours of care
- parents' arrival and departure times
- starting dates
- notice of interruption in care for holidays, illness, etc. for parents and provider
- notice of any change affecting the care of the child

SECTION RESPONSIBILITIES REGARDING PARENTS	SUBJECT CONTRACT(S) WITH PARENT	PAGE 2 DATE 01/11/89
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- names of people to whom a child can be released
- contact person for emergencies
- record of immunization
- administration of medication
- food and nutrition - special dietary requirements, number of meals provided, cost schedule for special or extra meals
- parent supplies - diapers, infant food and formula, special diet
- requirement for provider to contact agency and parents in emergencies
- transportation of child

NOTICE

Agencies shall provide written notice to parents of fees, payment terms and schedule of payment, and/or any changes in the contract in the provision of the family day home service.

SECTION RESPONSIBILITIES REGARDING PARENTS	SUBJECT COMMUNICATIONS WITH PARENTS	PAGE 1 DATE 01/11/89
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REQUIREMENT

The agency shall communicate with parents regarding the child's progress in the family day home.

Agencies communicate with parents:

- following home visits; and
- at other times and circumstances that arise during the time a child is in care.

Agencies keep confidential, cumulative records of the child's progress.

As circumstances arise, the agency shall act as liaison for complaints, problems, or issues between parents and providers.

The agency must provide to parents such information as may be required by the Department.

SECTION	SUBJECT	PAGE
STANDARDS FOR PROVIDER CARE - OPERATING A FAMILY DAY HOME	STANDARDS	1
		DATE 01/11/89

SUMMARY

This section describes the standards of care for providers who are under contract with a family day home agency to provide care for children in their own homes.

The standards outlined are the minimum requirements for care of children within the Alberta Family Day Home Program.

SECTION MAXIMUM NUMBER OF CHILDREN	SUBJECT NUMBER OF CHILDREN IN THE HOME	PAGE 1
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REQUIREMENTS

At any one time, a family day home provider shall care for no more than six (6) children who have not reached their 11th birthday. This includes the provider's own children under that age. Of these children not more than 3 of the children are under 3 years of age and of those children, not more than two are under 2 years of age.

While school-age children may be cared for in family day homes, the contract between the agency and the Department addresses only those children in care who have not reached the 7th birthday or who are not a student within the meaning of the School Act.

The Administration Fee is payable only for children who have not reached the 7th birthday or who are not a student within the meaning of the School Act.

Agencies are required to ensure that providers have sufficient energy to care for the total number of children they have in care and that they have sufficient time for rest and relaxation.



FAMILY AND SOCIAL SERVICES

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CARE AND SUPERVISIONSUBJECT
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REQUIREMENT

The provider shall be responsible for the supervision of children at all times during the hours of care, both indoors and outdoors.

Only the provider or an alternate approved by the agency can supervise children in care.

Parents should be made aware of who the alternate caregiver is and that the alternate has been approved by the Agency.

Particular attention shall be given to supervision of the children when visitors, guests, other family members and strangers are in the home.

EMERGENCY

When the provider is unable to care for children in an emergency, the provider ensures that supervision is provided by a responsible person of at least 18 years of age. An emergency is defined as unforeseen circumstances requiring immediate action.

BACK-UP CARE

Providers notify the agency when they expect to be unable to provide care to children due to holidays, illness and other situations. Agencies are then responsible for ensuring that back-up care is available. See DH-03-04-04.

FAMILY AND SOCIAL SERVICES

SECTION
CARE AND SUPERVISION

SUBJECT
CHILD MANAGEMENT

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REQUIREMENT

The provider shall ensure that the discipline used is reasonable under the circumstances.

COMMUNICATION

The agency, provider and parent discuss approaches to dealing with the child's behaviour and the discipline to be used while the child is in the provider's care.

ACCEPTABLE APPROACHES

Acceptable approaches to discipline include:

- setting limits
- setting standards of behaviour
- providing explanations
- providing choices
- ensuring that the child understands
- being firm but flexible
- anticipating the child's needs
- recognizing differences in age, temperament, and experience
- ignoring, where appropriate
- distracting and removing the child from the situation
- providing logical consequences.

UNACCEPTABLE APPROACHES

Physical or emotional punishment must not be used in family day homes. Unacceptable approaches to managing a child's behaviour include slapping, shaking, spanking, ridiculing, or threatening.



FAMILY AND SOCIAL SERVICES

SECTION
CARE AND SUPERVISIONSUBJECT
RELEASE OF CHILDRENPAGE
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REQUIREMENT

Family day home providers shall release children in care only to the parent or guardian or persons designated on the written release or contract.

LIMITATIONS

If a parent wishes to designate any person(s) not identified on the original written release to pick up a child, the parent must provide a handwritten, signed note to this effect.

A provider must release a child to either parent or guardian unless there are legal documents to prohibit access.

EMERGENCIES

In emergencies, a telephone call from the parent to the provider for release of the child on a specific occasion is acceptable. In this event, it is strongly recommended that a brief physical description of the specific person be given to the provider.

SECTION CARE AND SUPERVISION	SUBJECT SPACE	PAGE 1
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REQUIREMENT

In order to meet the developmental needs of children in care, space must be provided for the following:

- sleeping and naps,
- quiet play,
- individual play,
- active play,
- messy play such as painting and water play, and
- group activities (sufficient space for all children present in the home to take part in an activity at one time).

SECTION CARE AND SUPERVISION	SUBJECT PROGRAMMING DAILY ACTIVITIES	PAGE 1 DATE 01/11/89
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REQUIREMENT

The provider uses the home environment and usual home routine to meet the developmental needs of each child in care.

Daily routines provide the children opportunities for:

- active and quiet times,
- indoor and outdoor play,
- group and individual activities, and
- rest, toilet and nourishment.

DEVELOPMENTAL NEEDS OF CHILDREN

The need to develop self-esteem is key to children's development. The developmental needs of all children are:

- social,
- physical, including health,
- intellectual,
- creative, and
- emotional.

SPECIAL NEEDS

Providers caring for children with unique developmental needs shall provide appropriate activities.

A description of each developmental need and its relationship to activities in the family day home follows.

SECTION CARE AND SUPERVISION	SUBJECT PROGRAMMING DAILY ACTIVITIES: SELF-ESTEEM	PAGE 2 DATE 01/11/89
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SELF ESTEEM

Self-esteem means that a child feels both loveable and capable. A child's positive sense of self-worth is key to development in all other aspects of life. Children's self-esteem and concept of themselves is affected by their experiences and the responses of others - especially those they depend on.

PROVIDER EXPECTATIONS

The provider:

- fosters an environment in which each child's family, language and culture is accepted and valued;
- uses children's names;
- acknowledges individual differences;
- encourages and acknowledges effort;
- provides opportunities for the child to succeed at some activity or task;
- provides activities and materials that encourage the development of positive self-esteem in children; and
- provides activities that encourage children to express how they feel about themselves.

OPPORTUNITIES FOR CHILDREN

Children shall be encouraged to:

- participate in self-directed learning opportunities that are appropriate to their level of development and allow for experiencing success; and
- accept and understand their capabilities.

SECTION CARE AND SUPERVISION	SUBJECT PROGRAMMING DAILY ACTIVITIES: EMOTIONAL NEEDS	PAGE 3 DATE 01/11/89
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EMOTIONAL NEEDS

The child's emotional needs are characterized by the need to feel accepted, respected and secure.

EXPECTATIONS

The provider:

- provides a secure environment in which the child is respected and accepted;
- plans activities to meet the child's emotional needs;
- provides activities and materials that encourage the child's emotional development;
- assists children to express their feelings in an acceptable manner; and
- develops an awareness of, and respect for, children's feelings.

OPPORTUNITIES FOR CHILDREN

Children shall have the opportunity to:

- participate in self-directed activities that develop independence and initiative;
- accept and express their own feelings;
- express anger appropriately;
- cope with frustration and failure;
- develop an awareness and respect for the feelings of others;
- make decisions; and
- give and receive affection.

SECTION CARE AND SUPERVISION	SUBJECT PROGRAMMING DAILY ACTIVITIES: SOCIAL NEEDS	PAGE 4 DATE 01/11/89
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SOCIAL NEEDS

The child's social needs are characterized by the need to interact positively with peers, function as a group member, and learn acceptable behaviour.

EXPECTATIONS

The provider:

- arranges daily activities that meet the child's social needs as a group member and as an individual;
- offers activities in an environment that encourages social interaction among children and adults;
- includes activities and materials that enhance children's feeling of respect, acceptance and caring among children and adults; and
- models appropriate and acceptable social behaviour.

OPPORTUNITIES FOR CHILDREN

Children shall have the opportunity to:

- develop positive relationships with others;
- cooperate and share;
- resolve inter-personal conflicts using a problem-solving approach;
- function as group members;
- observe adult role models to learn acceptable social behaviour; and
- develop an awareness and acceptance of the needs of others.

SECTION	SUBJECT	PAGE
CARE AND SUPERVISION	PROGRAMMING DAILY ACTIVITIES: PHYSICAL NEEDS	5
		DATE 01/11/89

PHYSICAL NEEDS

The child's physical growth and development is characterized by the need to develop large and small muscles and to develop perceptual skills.

EXPECTATIONS

The provider:

- ° plans activities and provides materials to meet the children's varied physical needs;
- ° includes indoor and outdoor activities and materials for the development of physical skills; and
- ° provides nourishment and rest.

OPPORTUNITIES FOR CHILDREN

Children shall have the opportunity to:

- ° develop large muscle skills by:
 - running
 - leaping
 - jumping
 - crawling
 - hopping
 - galloping
 - skipping
 - climbing
 - walking
- ° develop small muscle skills involving muscles in the arms, hands and fingers such as:
 - finger speed
 - arm steadiness
 - arm and hand precision
 - finger and hand dexterity
 - manipulation of small material
- ° develop perceptual awareness through activities involving feeling, seeing, hearing. Examples are:
 - body awareness
 - identify body parts and what they do

SECTION CARE AND SUPERVISION	SUBJECT PROGRAMMING DAILY ACTIVITIES: PHYSICAL NEEDS	PAGE 6 DATE 01/11/89
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- directional awareness
 - . identify up-down, left-right, forward-backward, over-under, sideways
- temporal awareness
 - . catch and bounce balls to develop sense of time
- sensory development
 - . see, hear, touch, smell and taste
- spacial awareness
 - . move through space without bumping into other objects
- o develop fundamental movement abilities such as:
 - coordination - well timed, efficient movements
 - balance
 - stability - moving quickly and accurately to obtain balance
 - locomotion - movement using a variety of pathways - straight, curved, zig zag
 - rhythm - repetitive, coordinated movement used in dancing, clapping and marching.

SECTION CARE AND SUPERVISION	SUBJECT PROGRAMMING DAILY ACTIVITIES: INTELLECTUAL NEEDS	PAGE 7 DATE 01/11/89
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INTELLECTUAL NEEDS

The child's intellectual needs are characterized by the need to explore and experiment with the environment in order to develop thinking skills and to acquire and use language.

EXPECTATIONS

The provider:

- provides activities and materials to meet the children's intellectual needs;
- provides diverse activities that are concrete in nature and allow children first hand experiences;
- offers an encouraging environment where children can direct their own activities;
- includes activities and materials that stimulate intellectual development; and
- uses television and/or radio only as educational tools.

OPPORTUNITIES FOR CHILDREN

Children shall have an opportunity to

- select, plan, and organize learning activities;
- interact with the environment and learn to classify, compare, and arrange objects;
- develop language skills:
 - by observing proper use of language as modelled by the provider;
 - by using words and sounds in a variety of ways to communicate with others;
 - through opportunities to learn new words;
 - by giving and following directions;

SECTION CARE AND SUPERVISION	SUBJECT PROGRAMMING DAILY ACTIVITIES: INTELLECTUAL NEEDS	PAGE 8 DATE 01/11/89
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- develop listening skills:
 - by listening to and retelling stories;
 - by carrying out simple verbal directions;
 - by repeating simple sounds and songs;
- develop observation skills:
 - by obtaining and organizing information through the use of all five senses; and
 - develop thinking skills by questioning and solving problems.

SECTION TOYS, EQUIPMENT AND FURNISHINGS	SUBJECT AVAILABILITY, SAFETY AND MAINTENANCE	PAGE 1
		DATE 15/04/91

REQUIREMENT

The provider shall be responsible for the safety and suitability of toys, equipment, furnishings and play materials used in the provider's home both indoors and outdoors.

All cribs used in family day homes must comply with Crib and Cradle Regulations, Consumer and Corporate Affairs, Canada (available at local health unit offices).

All other toys, equipment, furnishings and play materials must meet all applicable federal and provincial regulations and conform with the recommendations of Product Safety, Consumer and Corporate Affairs, Canada.

The provider shall ensure that toys, equipment and furnishings in the family day home are accessible to children and in sufficient quantity to give children a variety of activities.

The provider shall notify the agency of any toys or equipment that may need to be added or replaced.

TOYS

A list of recommended toys and types of play materials is included in the appendix DH-99-01-01.

PARENT TOYS

Parents and providers are advised to discuss the use of toys loaned by the parent or sent by the parent for use in the family day home to avoid misunderstanding.

EQUIPMENT

Equipment required for the care of infants includes:

- playpen, cot, crib, bed, or mattress for sleeping;
- infant seat and/or high chair with safety straps and of stable design;
- toilet or potty seat;
- stroller and/or carriage; and

SECTION TOYS, EQUIPMENT AND FURNISHINGS	SUBJECT AVAILABILITY, SAFETY AND MAINTENANCE	PAGE 2
		DATE 15/04/91

- ° car seat installed according to manufacturer's instructions if children are transported.

SLEEPING ACCOMMODATION

A separate sleeping surface (playpen, cot, crib, mat or mattress) shall be provided for each child under 19 months of age.

Children over 35 inches in height or children who can get out of the crib or playpen by themselves shall be placed on an alternate sleeping surface.

A child may sleep on another person's bed provided the original bed and bedding is completely covered with a sheet or other covering used only for that child.

To ensure the safety of preschool children, the upper level of bunk beds shall not be used.

It is strongly recommended that children not be placed on a water bed until they have full control of their muscles and are steady on their feet. No child under 24 months shall be placed on a water bed.

WALKERS

Walkers shall not be used in family day homes.

SAFETY GATES

Where safety gates are used, the design must conform with recommendations of Product Safety, Consumer and Corporate Affairs, Canada.

SECTION	SUBJECT	PAGE
FOOD AND NUTRITION	SERVICE, STORAGE PREPARATION AND SAFETY	1
		DATE 01/11/89

REQUIREMENT

In accordance with the needs of each child in care and in accordance with Canada's Food Guide, children in family day homes shall be served balanced meals and snacks of adequate quality and quantity.

ADEQUATE QUANTITY

Adequate quantity means:

- ° children in care 2 - 4 hours shall receive at least one snack including two or more food groups;
- ° children in care 4 - 6 hours shall receive one meal including all four food groups and one snack which includes two or more food groups; and
- ° children in care more than 6 hours shall receive one meal and two snacks as outlined above.

PREPARATION AND STORAGE

Foods must be prepared, stored and served under sanitary conditions.

Formula and baby food shall be provided by parents.

When 2 or more infants are present in the home, each bottle of juice or formula must be clearly labelled with child's name and contents.

Manufacturers' instructions shall be followed in the preparation or reconstitution of prepared foods.

SPECIAL DIETS

Special diet foods required for medical or other reasons shall be provided by the parent and served by the provider when there is written instruction from parents or physicians.

FEEDING

Children under 6 months of age shall be held by the provider during feeding.

Children over 6 months of age, who are incapable of feeding themselves, shall be held by the provider or placed in infant seats or high chairs when being fed.

SECTION FOOD AND NUTRITION	SUBJECT SERVICE, STORAGE PREPARATION AND SAFETY	PAGE 2 DATE 01/11/89
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RISK OF CHOKING

To limit the risk of choking, the following foods and foods of a similar nature shall be avoided or used with caution:

- ° Foods to Avoid
 - Peanuts
 - Hard Candies
 - Whole Grapes
 - Potato Chips
 - Caramels
 - Popcorn
 - Seeds
- ° Foods to Use with Caution
 - wieners
 - peanut butter
 - hard vegetable pieces
 - chunks of apple
- ° Also to limit risk of choking, food should be prepared and presented safely.
 - serve well cooked or soft foods.
 - serve small amounts at a time.
 - cut food into small irregular-shaped pieces.
 - cut wieners in half lengthwise.

Children shall remain seated and be directly supervised when eating.

RESOURCE

Information on nutrition and on food service, storage, preparation and safety is available from the local health unit.

SECTION HEALTH CARE	SUBJECT ACCIDENT OR ILLNESS	PAGE 1 DATE 01/11/89
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REQUIREMENT

The provider shall immediately notify the parent if the child has an accident or becomes ill.

In the event of accident or illness of a child, the family day home provider shall ensure that:

- all necessary medical assistance is obtained;
- the child is comforted and cared for in a calm atmosphere until taken home; and
- the agency is notified as soon as possible of the incident.

ACCIDENTS

In the case of accidents, an accident report shall be completed, signed by the parent, and filed with the agency.

SECTION HEALTH CARE	SUBJECT MEDICATION	PAGE 1 DATE 01/11/89
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REQUIREMENT

When it is necessary for the provider to administer medication, the following guidelines shall be followed:

Written Permission

A family day home provider administers patent medication (also referred to as over-the-counter, or non-prescriptive drugs such as aspirin or cough syrup) only with the written permission of the parent or guardian for each day. All other medications are administered according to the physician's prescription.

Labelling

All prescribed medications shall be labelled with the following:

- physician's name
- patient's name
- date of issue
- instructions
- time period

Container

All medications shall be in the original container with the original label.

Records

Records shall be kept to indicate:

- name of child;
- name of medication;
- date and time medication is given;
- dosage or amount given;
- signatures of provider and parent; and
- any unusual effects.

CAUTION

The administration of any medication to children in family day homes is discouraged. This applies particularly to patent drugs since these may have adverse effects on some children.

SECTION HEALTH CARE	SUBJECT MEDICATION	PAGE 2 DATE 01/11/89
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STORAGE

All medication shall be stored in a place inaccessible to children.

It is strongly recommended that:

- Medication be stored in containers or storage areas which are either locked or child-proof.
- Medications requiring refrigeration be stored in locked or child-proof containers or in a refrigerator with a lock.

PARENT LIAISON

Close consultation between parent and provider is essential to ensure that both know what medication has been given to the child while at the family day home and while at home.

Any unusual effects on the child following medication shall be reported immediately to the parent.

SECTION HEALTH CARE	SUBJECT SANITARY CONDITIONS	PAGE 1 DATE 01/11/89
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REQUIREMENT

The provider shall ensure that all necessary conditions are met and all required standards of hygiene are followed to ensure a healthy environment for children.

DIAPERING

Providers ensure that diapering is done on a non-porous surface and that the surface is cleaned and disinfected with a bleach solution daily.

Changing pads may also be used provided that children have their own individual pad and that clean changing pads are available.

Used diapers must be stored in covered, clean containers out of the reach of children.

HYGIENE

Providers shall use proper sanitary hand washing procedures, particularly before and after diapering; following toileting; after cleaning a child's nose, and before feeding or food handling.

Providers shall teach children to wash hands after each use of the toilet.

Children and adults shall wash hands prior to food preparation and eating.

Children and adults shall wash hands more often when infections such as flu or colds are in the home.

It is strongly recommended that special care be given to materials and utensils handled by children who are infectious, e.g. have colds, flu, or skin infection. This includes using separate towels, frequent laundering and cleaning.

It is strongly recommended that toys and equipment that children put in their mouths, be washed frequently in hot, soapy water and left to drip dry before being stored, or sprayed frequently with a fresh solution of approximately 4 ml. (1 tablespoon) of bleach to one litre of water and left to air dry.

SECTION HEALTH CARE	SUBJECT SANITARY CONDITIONS	PAGE 2 DATE 01/11/89
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Bedding and equipment shall be washed at least once a week, and on a daily basis while children are infectious.

PETS

Immunization of pets shall be up-to-date. Areas for pets (e.g. litter boxes, cages) shall be kept clean.

RESOURCE

Providers may contact the local health unit for assistance in developing appropriate sanitary procedures and practices.



FAMILY AND SOCIAL SERVICES

SECTION
HEALTH CARESUBJECT
COMMUNICABLE DISEASESPAGE
1DATE
15/04/91

REQUIREMENT

The provider must report all suspected communicable diseases to the agency and to the parents of the child in question.

An agency representative or the provider must report suspected communicable diseases to the community health unit or the Medical Officer of Health (M.O.H.). (See section DH-03-04-08 for agency responsibilities regarding communicable diseases.)

The health unit or M.O.H. will:

- ° determine who needs to know
i.e., parents of other children in the home
- ° advise on child's continued attendance
- ° advise on any other required action.

If the agency or provider is unable to contact the local health unit, the illness may be reported to the Provincial Director of Communicable Disease Control at 427-5263 in Edmonton.

For detailed information on communicable diseases, the following handbooks are recommended:

- ° "Contagious Diseases in Day Care: A Handbook for Day Care Directors and Caregivers"
- ° "Contagious Diseases in Day Care: A Handbook for Parents"

These handbooks are published by Alberta Health and Alberta Family and Social Services.



FAMILY AND SOCIAL SERVICES

SECTION
HEALTH CARESUBJECT
SMOKINGPAGE
1DATE
15/04/91

REQUIREMENT

Providers shall not smoke while actively engaged in caring for children (e.g. feeding, carrying, changing, playing), including outdoors.

Lighters and matches must be inaccessible to children.

RECOMMENDATION

It is strongly recommended:

- ° that smoking be prohibited in any room where children are present; and
- ° that rooms where smoking has occurred are well-ventilated before being used by children.

SECTION SAFETY	SUBJECT PHYSICAL	PAGE 1
		DATE 15/04/91

REQUIREMENT

The provider shall ensure that children in the provider's care are in a safe environment at all times.

THE HOME

The home shall be safe, clean, warm, well-lighted and well-ventilated. There shall be sufficient space and appropriate facilities for children's activities both in and out of doors.

TELEPHONE

A telephone shall be in service within the provider's home during hours of care.

FURNISHINGS, EQUIPMENT AND TOYS

All surfaces, furnishings, finishes, equipment and toys shall be maintained in good repair and be free from any sharp, loose or pointed parts and from cracks, splinters, sharp edges, rust or peeling paint that may be hazardous.

SUPERVISION

No infant or child shall be left unsupervised on a raised and unprotected surface (e.g. changing table).

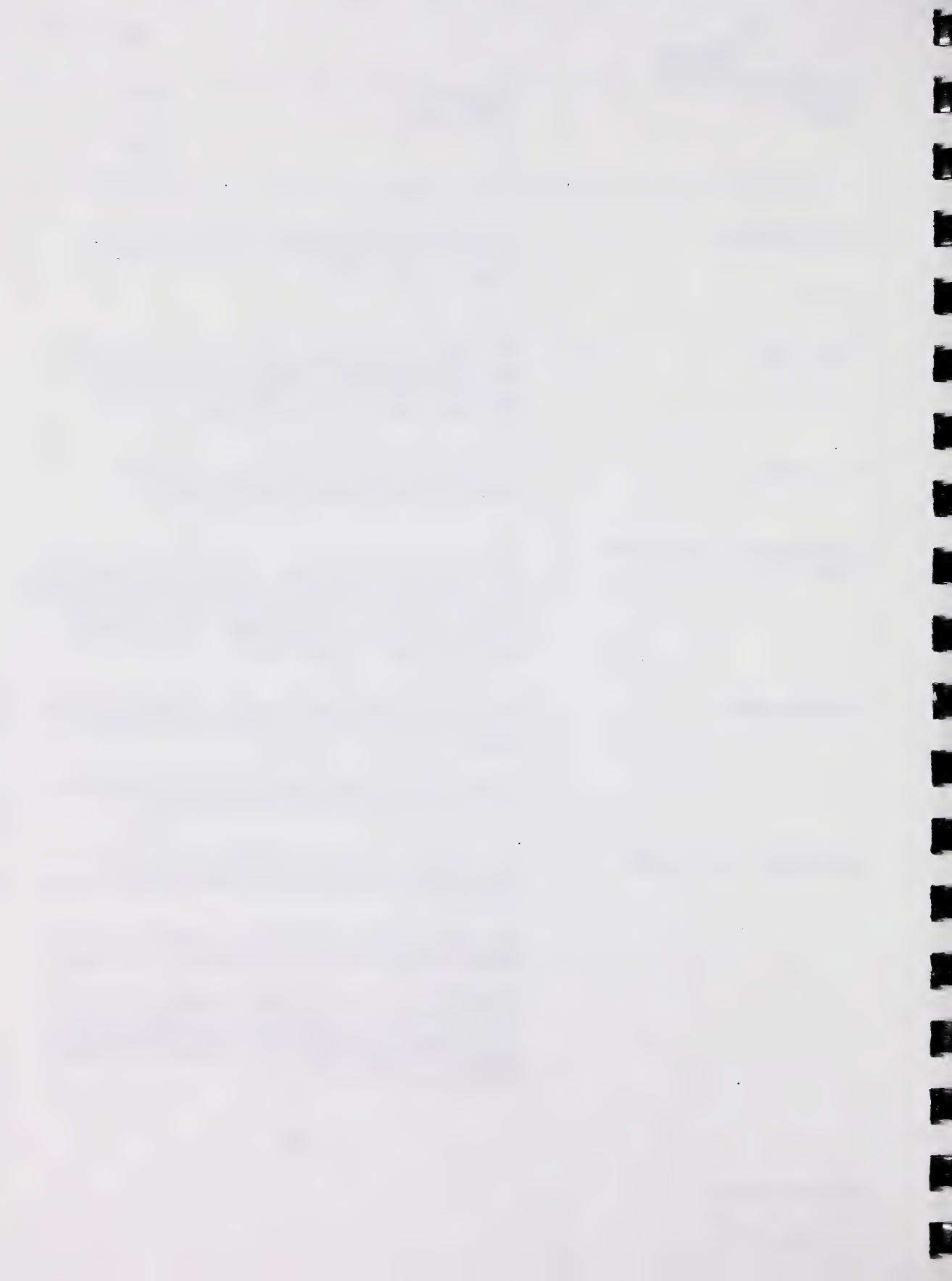
Where children have access to water, care must be taken to prevent scalding or drowning.

OUTDOOR PLAY SPACE

It is strongly recommended that any yard or designated adjacent space of a family day home be fenced.

If outdoor space is not fenced, children must be directly supervised by the provider at all times.

If adjacent play space is not available, outdoor play space within easy and safe walking distance of the family day home must be authorized by the agency. Children shall be supervised at all times while using this space.





FAMILY AND SOCIAL SERVICES

SECTION
SAFETYSUBJECT
FIRST AID REQUIREMENTSPAGE
1DATE
15/04/91

REQUIREMENT

The provider shall know basic emergency procedures and be prepared to give first aid if emergencies arise while children are in the provider's care. Providers are required to have a valid first aid certificate in child care approved by the Department within three (3) months of becoming a provider.

Approved certificates are:

- First Aid in Child Care (St. John Ambulance)
- Emergency Child Care (Canadian Red Cross).

For providers who are not certified, it is the agency's responsibility to ensure that:

- providers know basic emergency procedures and how to get help
- providers are familiar with treatment of airway obstruction, and the Heimlich maneuver for choking
- providers have a copy of a first aid handbook approved by the Department.
e.g., Child Safe: A Parent's Guide to First Aid and Safety - Canadian Red Cross

EMERGENCY NUMBERS

Providers must post and be familiar with emergency telephone numbers for:

- Poison Control Centre
- fire department
- ambulance service
- police service
- hospital or emergency medical service
- taxi/transportation service
- parents and parents' alternate
- family day home agency
- local health unit

SECTION SAFETY	SUBJECT FIRST AID REQUIREMENTS	PAGE 2
		DATE 01/11/89

FIRST AID SUPPLIES

It is strongly recommended that providers have first aid supplies in a storage container. The following supplies are recommended:

- Scissors
- Blunt Nose Tweezers
- (5) 3" x 3" Gauze Dressings
- (5) 2" x 2" Gauze Dressings
- (5) 2" x 2" Bulk Dressings
- (1) Sling or Triangular Bandage
- (10) Regular Bandages
- (10) Children's Band-aids
- Roll 1/2" Adhesive Tape
- Safety Pins
- Small Bottle Liquid Soap or Betadine
- Thermometer (Digital)
- (10) Alcohol Wipe Packets
- Pocket First Aid Reference
- Latex Gloves

* Ipecac is recommended for providers located at a distance from medical care but must only be used after a physician or the Poison Control Centre has been contacted.

A supply of first aid materials should be taken on trips away from home.

SECTION
SAFETY

SUBJECT
PROVISIONS FOR
EMERGENCY SITUATIONS

PAGE
1

DATE
15/04/91

REQUIREMENT

The provider shall have written emergency plans and procedures that provide for:

- emergency evacuation and fire drill procedures
- arrangements for alternate accommodation in an emergency
- arrangements for transportation to alternative emergency accommodation.

EVACUATION

Providers shall practise the evacuation procedures with the children on a monthly basis.

The parent, agency, and provider shall have a copy of the emergency plan and the provisions for alternate accommodation and transportation.

Emergency numbers (as listed in Safety section DH-04-07-02) shall be posted beside each telephone.

PROCEDURES IN
CASE OF FIRE

Children have been told what to do if the provider shouts "fire".

- The provider must alert the household by shouting "fire" if the provider sees fire or smells smoke.
- Escape is the best decision. Chances must not be taken with any fire unless the provider is certain the children are safe and that the fire can be controlled with a proper type of fire extinguisher.
- The provider must know two exits from every room to ensure children can get out safely. In a two-storey house, it is strongly recommended that the provider invest in a safety ladder for escape by window. In a high-rise, the provider practices two ways



FAMILY AND SOCIAL SERVICES

SECTION
SAFETYSUBJECT
PROVISIONS FOR
EMERGENCY SITUATIONSPAGE
2DATE
15/04/91

out of the building. Never use an elevator as a way out of the building.

- The provider tests the door of a room before opening it. If the door is hot, another escape route is used.
- Provider and children crawl low since the best air for breathing is near the floor at knee level. The provider closes windows and doors during escape from the building to cut down drafts and slow the progress of the fire. (Jumping from upper storey windows must only be used as a last resort.)
- If smoke, heat or fire block an escape, the provider and children stay in the room and close the door. The provider seals cracks around the door with sheets, blankets or clothing and waves another sheet, blanket, towel or large item of clothing from the window to signal for help. The provider and children stay low to the floor in the room until help arrives.
- The provider teaches children to stop, drop and roll to smother flames if their clothing catches fire. The provider can also use a blanket or coat to help smother flames on clothing.
- Getting outside to safety is the most important part of home escape. Once outside, everyone stays outside and no one returns to a burning building for any reason.

A safe meeting place is identified to everyone and is well away from the building. Everyone goes to that meeting place so that the provider is sure that the entire group has escaped to safety.

The provider then calls the fire department from a neighbour's home or other safe location.



FAMILY AND SOCIAL SERVICES

SECTION
SAFETYSUBJECT
PROVISIONS FOR
EMERGENCY SITUATIONSPAGE
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- The provider gets immediate treatment for anyone burned or exposed to fire and smoke.

SECTION SAFETY	SUBJECT FIRE AND ACCIDENT PREVENTION	PAGE
		1
		DATE 01/11/89

REQUIREMENT

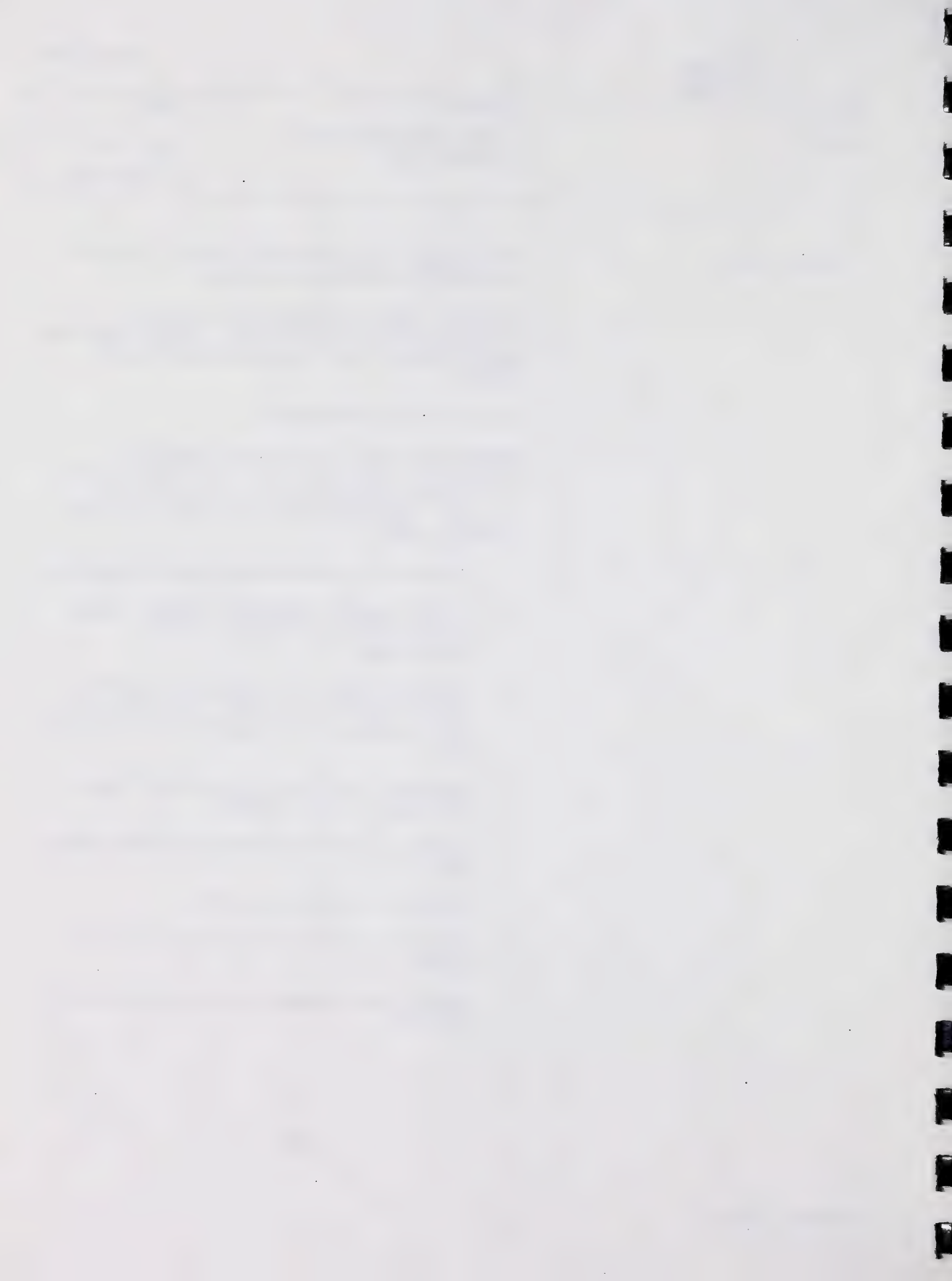
The agency and provider shall ensure that fire prevention practices are in place.

Children shall be protected from access to fireplaces, free standing stoves, furnaces and hot water heaters. This may require a physical barrier.

Exits must be unobstructed.

Electrical outlets must be covered and not overloaded. Electrical cords and wires must not be extended around the room, on the floor or hanging. Electrical appliances must be in good working order.

- Chimneys are checked and cleaned regularly.
- There must be sufficient air space around stereos and televisions to prevent overheating.
- Christmas lights and decorations must be made of fireproof materials. Christmas tree must be kept from drying out and away from heat.
- Flammable liquids are not used near heat, a pilot light or while smoking.
- Heating equipment is checked at least once a year.
- Rubbish is removed regularly.
- Items are not stored near the furnace or heater.
- Lighters and matches must be inaccessible to children.



SECTION
SAFETYSUBJECT
EMERGENCY EQUIPMENTPAGE
1DATE
15/04/91

REQUIREMENT

The provider shall ensure that emergency equipment is in working order and readily available if required.

SMOKE ALARMS

Smoke alarms must be installed and maintained in working order outside each sleeping area (not each bedroom) and located such that they are between the sleeping area and the rest of the family day home (in accordance with the Alberta Building Code (1985)).

In addition, smoke alarms are strongly recommended as follows:

- ° in the basement recreation room where used as a play or activity area for children; and
- ° on each level of multi-level homes, installed directly above the top of each set of stairs. A multi-level home is defined as having more than two levels each separated by four or more steps.

Fire prevention authorities also recommended that if possible all smoke alarms in any home be interconnected. That is, should one alarm sound, all the smoke alarms in the home will also sound.

Smoke alarms should also be vacuumed regularly to remove dust that may affect their operation and should be replaced every 10 years.

NOTE: Fire prevention authorities recommend that smoke alarms NOT be installed in the following locations due to the sensitivity of the alarms:

- ° in the kitchen or cooking area of the home;
- ° in or beside bathrooms, washrooms or laundry rooms; and
- ° within enclosed furnace rooms.

Smoke alarms must be ULC (Underwriter's Laboratory Canada) and CSA (Canadian Standards Association) approved.

FIRE EXTINGUISHERS

It is strongly recommended that each family day home have a type 2A10BC multi-purpose portable fire extinguisher in the home and that providers be trained by fire prevention authorities in when and how to use them.

The extinguisher should be:

- wall-mounted in a visible and accessible location either near an exit door or in the path towards an exit door, and
- maintained in working order.

Providers must be aware that the safety of all children in their care is always their first priority.

Should a fire start (regardless of size) or smoke be detected in the family day home, providers shall secure the children's safety by removing them from the home and ensuring they do not re-enter the home until safe to do so.

Fire authorities emphasize that extinguishing or controlling a fire is last in a list of priorities for handling fire and should only be considered when the provider is certain all children are safe and that the fire can be controlled with the proper type of extinguisher.

These priorities are listed under Provision for Emergency Situations, DH-04-07-03.

CAUTION: While portable fire extinguishers are useful in putting out small fires, providers may have a false sense of security if a fire extinguisher is present. For this reason, agencies shall ensure that providers are trained in when and how to use fire extinguishers. Agencies should contact their local fire departments to arrange appropriate training.



FAMILY AND SOCIAL SERVICES

SECTION
SAFETYSUBJECT
HAZARDOUS PRODUCTS
AND FIREARMSPAGE
1DATE
15/04/91**REQUIREMENT**

The provider shall ensure that all hazardous products and firearms are inaccessible to children.

HAZARDOUS PRODUCTS

The provider shall ensure that medication, cleaning supplies, paints, pesticides, hazardous plants and other hazardous materials are inaccessible to children. Children must be properly supervised and taught not to put unknown materials in their mouths.

POISON CENTRE

The provider reads, understands and retains a copy of printed material on poisoning available from the Poison Centre, Foothills Hospital, Calgary.

FIREARMS

Providers must ensure that any firearms kept on the premises are locked away in a secure place inaccessible to children.

The ammunition must also be kept in a locked place separate from firearms and also inaccessible to children.

HAZARDOUS PLANTS

Hazardous plant materials include wild plants, mushrooms, berries, seeds, fruits, bulbs, flowers, and nectar from flowers. Hazardous or poisonous plants are those which contain a chemical substance which when swallowed produces an unpleasant or harmful reaction.

The reaction varies from irritation of the mouth to nausea and vomiting and, in very rare and extreme cases, death. Further, plants may have been treated with an insecticide which would make them harmful or toxic.

From the few reports of trauma resulting from ingesting plant material, it would appear that hazardous plants do not pose a real risk to children's health. On the other hand, the Poison Centre located in the Foothills Hospital, Calgary, reports that there are a significant number of calls to the Centre regarding children who have ingested plant materials.



FAMILY AND SOCIAL SERVICES

SECTION
SAFETYSUBJECT
HAZARDOUS PRODUCTS
AND FIREARMSPAGE
2DATE
15/04/91

According to the Poison Centre, the most commonly ingested plants in Alberta are:

Dieffenbachia	toxic
Philodendron	toxic
Jade Plant	non-toxic
Umbrella Tree (Schefflera)	non-toxic
African Violet	non-toxic
Poinsettia	non-toxic
Spider Plant	non-toxic
Miniature Orange Tree	non-toxic
Christmas Cactus	non-toxic
Mountain Ash	non-toxic

The provider must ensure that any plants which are potentially hazardous are removed from access to the children by placing them out of reach on a shelf or behind furniture.

Providers should know the names of all plants in the home. It is recommended that plants be labelled with the botanical name and common name in the event that a child swallows plant material.

FIRST AID

If a child swallows plant material or appears to have swallowed plant material, remove any remaining material from the mouth, and, if in doubt, call the Poison Centre at 1-800-332-1414 or in Calgary at 270-1414, or consult a physician.

INFORMATION

Additional information on hazardous plants is available from:

- Poison Centre
- Foothills Hospital
1403 - 29 Street N.W.
Calgary, Alberta
T2N 2T9

(403) 270-1414
1-800-332-1414

SECTION SAFETY	SUBJECT TRANSPORTATION	PAGE 1 DATE 01/11/89
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REQUIREMENT

The provider shall ensure that when it is necessary to transport children, safe transportation is available and good judgement is used.

When children are transported the following applies:

LICENCE

Providers shall have the appropriate licence for the operation of the motor vehicle and the transportation of children.

INSURANCE

Providers shall consult with their insurance agent and obtain the required insurance when operating a motor vehicle for the transportation of children. (See Insurance Requirements Section DH-03-04-07.)

VEHICLES

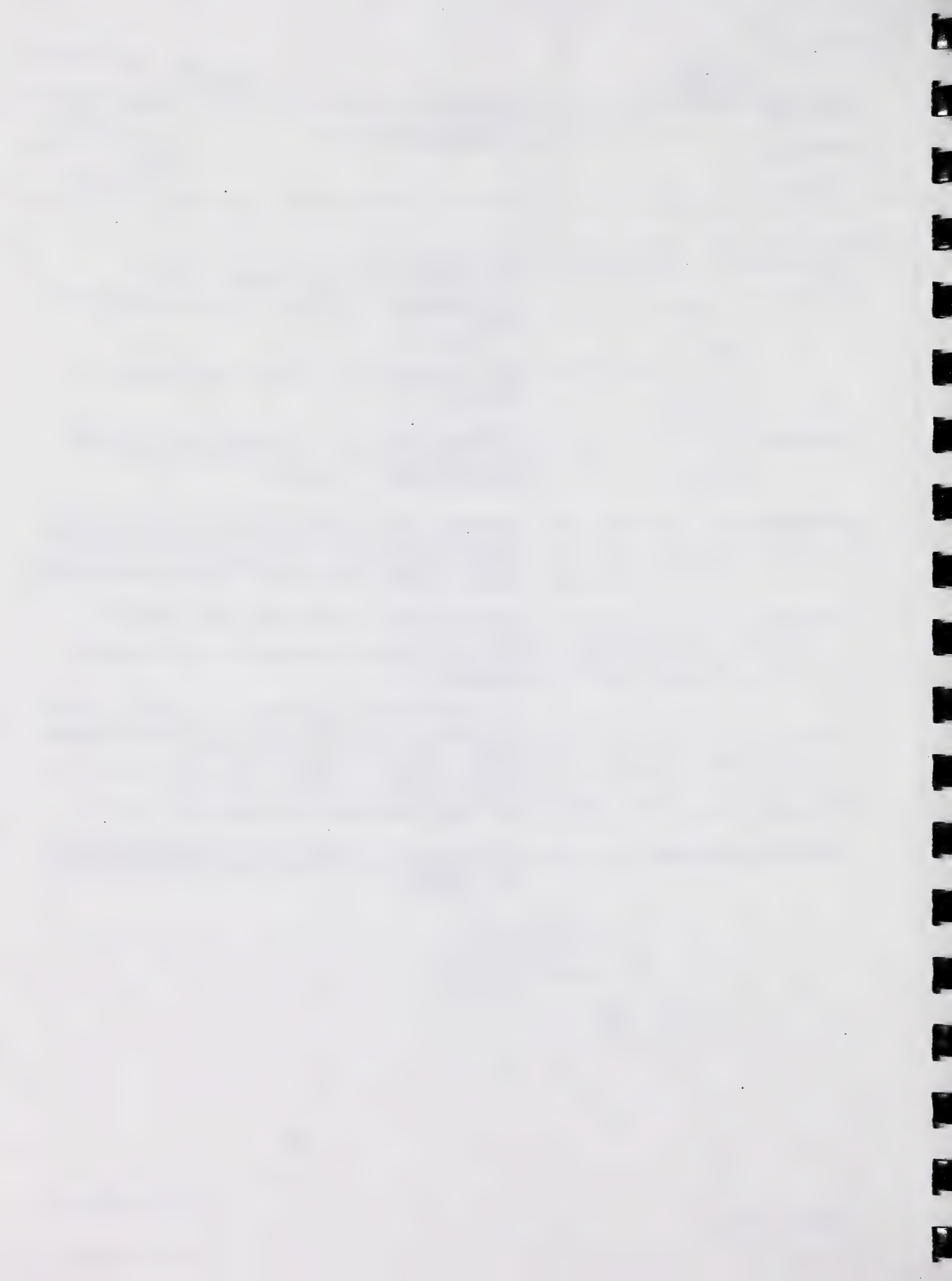
Vehicles shall be in safe operating condition.

Children shall be transported only in enclosed vehicles.

Children shall be restrained in car seats or with seat belts in accordance with the Alberta Highway Traffic Act and the Canadian Motor Vehicles Safety Standards, Chp. 213.1 and 213.2. Restraining devices must be installed and used according to the same requirements.

PARENTAL RELEASE

Parents sign a statement of release acknowledging the circumstances under which their child may be transported.



REQUIREMENT

Family Day Home Providers must:

- Know the requirements for reporting child abuse or neglect.

A person is required by law to report any suspected child abuse or neglect to the proper authorities - namely, Child Welfare Services.

Child Welfare Services may be contacted by calling the nearest District Office of Alberta Family and Social Services listed in the telephone directory or by dialing the emergency number: "0" (Operator) and asking for Zenith 1234.

- Provide proper supervision of children, particularly when there are friends or relatives in the family day home while children are in care.

Have a copy of and be familiar with the contents of "Protocols for Handling Child Abuse and Neglect in Day Care Services".

FAMILY AND SOCIAL SERVICES

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ADMINISTRATIVE DUTIES

SUBJECT
PROVIDER RECORDS

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**REQUIREMENT
CHILD RECORDS AND FAMILY**

The provider shall retain all necessary documents relating to the child and the child's care as long as the child remains in the care of the provider. When the child leaves or the provider terminates, the provider shall return these documents to the agency.

Necessary documents include:

- name, address and phone numbers (home and work) of parent(s);
- name and phone number of person to call in an emergency;
- names of people to whom the child may be released;
- names of people to whom the child may not be released;
- medical information necessary for the child's safety, e.g. allergies, child's Alberta Health Care number, doctor's name and telephone number; and
- a child profile form, completed by the parent.

EMERGENCY RECORDS

Providers must maintain a portable record of the above information to be taken with the provider on emergency evacuations, field trips, and other activities away from the provider's home in case of an emergency. The agency name and phone number should also be included.

The provider shall keep ongoing records as required and submit these to the agency as requested. Records include:

- completed medication forms;
- completed accident report forms;
- completed incident report forms; and
- daily attendance records.



FAMILY AND SOCIAL SERVICES

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REQUIREMENT

Providers shall ensure that all records on individual children are confidential and stored in a safe and secure place.

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INTRODUCTION

Preschool children's developmental needs are met in the family day home by a nurturing provider, a safe environment and a flexible play-based program.

The flexible play-based program is based on the natural routines and activities of the individual provider's home.

Each family day home is unique. Experiences, play activities, toys and equipment will vary with each provider. Each home in its way will meet the developmental needs of the child.

The following is a list of recommended play materials which may be homemade, found in the home environment, or brand name toys for infants/toddlers and preschoolers; and which are planned to meet the developmental needs of children in care.

INFANTS APPROXIMATELY BIRTH TO 6 MONTHS

The very young infant needs play materials that stimulate the senses (e.g. sight, hearing, and touch) and encourage reaching behaviours such as:

- crib mobiles
- pictures, mobiles and toys with simple faces
- texture toys, clutch toys
- cradle gyms
- musical toys, rattles, squeak toys
- pictures at the child's eye level
- mirror at child's eye level
- crib activity centres & batting toys
- reaching toys - objects

THE SITTING AND CRAWLING INFANT

The sitting infant needs play materials that stimulate the senses and encourage small and large muscle development such as:

- soft objects for throwing
- rattles
- nesting/stacking toys - e.g. measuring cups, stacking rings

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- large plastic container with at least a dozen small but safe objects to dump, explore, and put back in container
- texture toys, clutch toys
- pop-up toys
- balls
- pots and pans, containers and lids
- water toys and containers e.g. dish pan and plastic containers, squeeze bottles, floating toys and sponges
- shaker boxes
- washable, unbreakable doll
- books - cardboard and stiff-paged picture books
- musical toys - record player, recorder or tapes

The crawling infant needs a large unobstructed space for crawling, creeping and cruising.

The crawling infant needs all the toys listed for sitting babies as well as:

- small pillows or cushions to crawl over
- large boxes or tunnel to crawl through
- shape sorter
- nesting/stacking toys
- simple 1-2 piece puzzles
- balls - varied sizes
- blocks - duplo and large cardboard blocks

WALKING BABIES - TODDLERS

Walking babies explore and experiment continually with their developing muscles and senses. They examine the environment and try to find out how things work. Children are interested in taking things apart, putting them together, pulling and pushing play materials. Therefore, it is recommended that play materials be well made and simple.

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Walking babies need:

Play Materials to Encourage Large Muscle Development

- objects to crawl over, push and lie on, and get into such as cushions, pillows, tunnels, wooden containers and cardboard boxes. A table covered with a large blanket is a good play area;
- boxes, large hollow blocks, large cardboard blocks, milk carton blocks to pile up, sit on, carry and drag;
- a smooth plank to walk on or climb on;
- riding toys and wagons; and
- push and pull toys.

Pretend Play Materials

- toy or real telephones, household articles, unbreakable dishes, pots, pans, trucks, planes, dolls, doll stroller, small table and chairs, dress up items, hats and bags, cuddly play animals

Art Materials

- large washable crayons and markers, tempera paints with a large brush, large pieces of paper, play dough

Books and Story Materials

- picture books, some with simple stories

Sand Play

- outside sand box with sand play materials such as shovels, pails, and toy vehicles

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Water Play

- container (dish pan) and water play materials such as funnels, containers, squeeze bottles, floating toys, bubbles, sponges, and food coloring

Play Materials to Develop Small Muscles

(in hands, fingers, eyes)

- simple 1-2 piece puzzles, shape sorter, construction toys, nesting/stacking toys, containers with screw lids, large zippers

Musical Toys

- records, tapes, music and songs

TWO YEAR OLD - TODDLER

Two year olds have increasing motor independence and strength. They continue to explore their environment with zest.

The two year old needs:

Play Materials to Develop Large Muscles

- large objects to crawl over, climb on, get into, push, lie on, hide in, such as large cushions, steps, large containers and cartons. Old furniture is good for these activities;
- boxes, blocks, hollow blocks, milk cartons, shoe boxes to build with and haul around;
- push/pull toys;
- riding toys and wagons;
- large balls; and
- play slide.

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Pretend Play Materials

- ° real or toy telephones, dishes, household articles, dolls, real pots and pans, small table and chairs, dress up items such as hats, bags, shoes, and sunglasses, doll accessories;
- ° a mirror to see oneself in; and
- ° toy cars, trucks, vehicles, activity sets, action figures, role play toys such as puppets, hobby horse.

Art Material

- ° big paint brushes, tempera paint, large washable crayons and markers, large pieces of paper or newsprint, play dough, homemade finger paints

Books and Story Materials

- ° picture books
- ° simple story books to be read aloud

Sand and Sand Play Materials

- ° shovels, pails, toy vehicles, containers, and funnels

Water and Water Play Materials

- ° funnels, containers, sponges, floating toys, squeeze bottles, bubbles, food coloring, and sinking toys

Play Materials to Develop Small Muscles

(in hands, fingers, eyes)

- ° 3-4 piece puzzles, large pegs and peg board, stacking/nesting/sorting toys, construction toys - duplo, bristle block or equivalents

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Musical Toys

- records and tapes - music, songs, etc.

THREES, FOURS, FIVES

The children are able to play in small groups and are becoming interested in other people. Their large muscles continue to grow as they gain control of their small muscles.

Three-Fours-Fives need:

Large Muscle Play Materials

- access to climbing structures in the back yard or local playground;
- large objects to crawl through, climb on, and jump from;
- riding toys, wagons, sleds and toboggans;
- large floor blocks, cardboard blocks, milk carton blocks, shoe boxes to carry and haul and build with;
- push and pull toys for younger threes; and
- jump ropes for fives.

Pretend Play Materials

- dolls and doll accessories, puppets (homemade and commercial), real and/or sturdy toy household equipment - pots and pans, dishes, broom and dust pan, toy iron, table and chairs, dress up clothes, mirror, telephones;
- toy cars, trucks, vehicles, boats and action figures;
- activity sets;
- sheet or blanket for playing house, tents; and

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- large cartons for making shops and houses.

Art Material

- crayons, markers - large and small
- tempera paint
- paper or newsprint
- play dough
- child scissors
- paste - glue
- variety of materials for collage

Books and Story Materials

- books with simple stories, poetry, nursery rhymes;
- picture books; and
- tapes/records.

Sand and Sand Play Materials

- shovels, pails, toy vehicles, containers, and funnels

Water and Water Play Materials

- funnels, containers, sponges, floating toys, squeeze bottles, bubbles, food coloring, and sinking toys

Play Materials to Develop Small Muscles

(in hands, fingers, eyes)

- puzzles;
- construction toys such as lego and bristle blocks or equivalents;

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- pegs and peg board;
- string beads/ lacing cards;
- matching and sorting toys - memory games, matching picture games;
- shape sorters;
- nesting toys; and
- simple board games.

Musical Toys

- simple toy musical instruments, music boxes and toy radios

Records and Tapes

- music, songs and stories

FOR ALL AGE GROUPS

Outdoor Play

- large climbing structures in back yard or local playground - must be suitable for each age group;
- sandbox and sand play materials
- riding toys;
- sleds, and toboggans;
- boards, tires, and boxes for building; and
- wading pool and water toys.

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SOURCES

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